



JOB POSTING

Administrative Assistant – Development Services

COMPETITION NO:	2018-004
TERMS:	Permanent Full-Time
HOURS OF WORK:	35 Hours per Week
APPLICATION DEADLINE:	4:00 p.m., February 12, 2018

Encompassing an unparalleled geographic region in the heart of British Columbia, the Thompson-Nicola Regional District (TNRD) offers the best of both worlds. Urban life within vibrant communities and outlying rural regions that showcase the region's beauty - pristine but rugged mountains, rolling grasslands, lush evergreen forests and both historic and modern areas, all within approximately 45,000 square kilometres. Headquartered in the City of Kamloops, the TNRD provides a wide range of local government services to a population of 130,000 located within its 11 diverse municipalities and 10 electoral areas.

The Role:

Reporting to the Manager of Planning Services, the Administrative Assistant provides proficient administrative support to Planning Services within the Development Services Department. This position also provides routine information to applicants, the public, elected officials, and other levels of government regarding current projects, applications, bylaws and related matters. Primary duties include:

- Processing of applications with local government customized software programs
- Processing and coordinating agendas and meetings of various advisory commissions and committees
- Recording minutes of meetings
- Responding to and preparation of information/file requests
- Administrative support including clerical duties such as filing, photocopying, data entry, and file retrieval
- Processing of applications, including preparation of public/legal notices, mail outs, cash receipting, and updating and maintaining electronic records
- Other duties as assigned including occasional coverage for the main receptionist, support and coverage of the Building Services Administrative Assistant, and support of Bylaw Enforcement
- Other duties include drafting correspondence and the ability to take and transcribe minutes

Our Ideal Candidate

Required Education and Experience

- An Office Administration, Public Administration or related certificate and a minimum of two years' experience, or an equivalent combination of education and relevant experience may be considered

- Local government experience, in particular supporting development or building permitting services will be given preference

Other Skills and Abilities

- Possess excellent communication and writing skills
- Thorough knowledge of general office procedures, including proficiency with MS Office and general office equipment
- Ability to work under limited supervision and manage multiple overlapping priorities or deadlines is essential

This position falls under the provisions of the Collective Agreement with the Canadian Union of Public Employees, Local 900. The biweekly salary for this position is \$1,675.48 to \$1,931.24

Please email your application to humanresources@tnrd.ca by **4:00 p.m. on February 12, 2018 quoting Competition No. 2018-004.** Applications **must include a cover letter and a resume** outlining your qualifications and experience.

Working together, we provide exceptional public service in a supportive, flexible environment

Thank you for considering the Thompson-Nicola Regional District as a place to share your talents!

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.