
With a moderate climate, spectacular scenery and year-round recreational offerings at our doorstep, the **City of Campbell River** is the ideal location to live, work, and play.

CLERK TECHNICIAN (Development Services)

The City of Campbell River is seeking a full-time **Clerk Technician**.

As part of the Development Services team and reporting to the Development Services Supervisor, you will perform a wide variety of administrative duties and provide technical and administrative support to all functions associated with the Development Services Department.

To complement your two (2) year Diploma, you **MUST** also have:

- Five (5) years recent office administration experience, including such responsibilities as accounting, budgeting, and supervision.
- Introductory course in Project Management.
- Customer Service Training.
- Advanced proficiency in Microsoft Word and Excel.
- Intermediate proficiency in Microsoft PowerPoint.

The current hourly rate of pay for this CUPE bargaining unit position is \$29.59 working 35 hours per week.

Please see the attached for a detailed job description that lists all the necessary qualifications for this position.

Please include verification of your education and certifications with your application.

This posting closes at 4:30 pm on Wednesday, May 9th, 2018.

Please send your resume with covering letter, quoting **Competition EXT-18-24** to:



Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7
Email: careers@campbellriver.ca

We thank all applicants, however, only those selected for interviews will be contacted.



Job Description

CLERK TECHNICIAN (DEVELOPMENT SERVICES)

Approval Date: March 12, 2018 **Department:** Development Services

IAFF CUPE Management

Title of Immediate Supervisor: Development Services Supervisor

General Accountability:

Purpose and Scope

Reporting to and taking direction from the Development Services Supervisor, the Clerk Technician (Development Services) performs a wide variety of administrative duties and provides technical and administrative support to all functions associated with the Development Services Department.

Nature and Scope of Work

Provide a wide variety of office and field tasks including, but not limited to:

- Accept planning, building and engineering related applications and inquires at the front counter and enter these into computer prior to distribution the Supervisor or technical staff for review;
- Provide front counter administrative service to the general public, builders and developers within the community.
- Develop and/or maintain departmental records, file systems, databases, manuals and guidelines including, but not limited to, departmental-specific information required for City-wide databases;
- Control, manage and diarize relevant departmental files for completion dates and time sensitive issues;
- Provide back up support for BC One Call requests;
- Process and maintain accounting data including, but not limited to, purchase orders, invoices, cheque requisitions, expense claims and security deposits;
- Assist in preparation of departmental financial plan and/or specific project plans and monitor performance against the financial plan and approved budgets;
- Receive, prioritize and respond to inquiries from the public, other agencies and internal departments;
- Correspond, liaise or consult with other departments and outside agencies;
- Provide research assistance including sourcing information from various departments and agencies;
- Perform analysis and evaluation on data from various departments and agencies;
- Prepare correspondence, reports, documents, minutes and/or agendas, from dictation, oral direction and/or own initiative, and signs correspondence and documentation as authorized;
- Coordinate departmental schedules, meetings and training including, but not limited to, travel arrangements as may be required;
- Prepare, edit and process media releases as necessary;
- Create graphics for posters, displays, brochures through desktop publishing;
- Research, analyse, and using considerable judgement, make recommendations to the supervisor or manager on a variety of topics;
- Continually assess work processes to identify problem areas or opportunities for improvement;
- Undertake specific assignments and complete under direction of supervisor;
- May attend project site locations and interface with field personnel;
- Provide backup coverage for Clerk Technician and Administrative Assistant positions within the department as and when required;
- Perform other duties as may be required.

Necessary Qualifications

Knowledge:

- Knowledge of department's role within the City's organizational structure.
- Basic knowledge of accounting principles.
- Working knowledge of supervisory principles.
- Working knowledge of WorkSafe BC regulations and safe work procedures.
- Working knowledge of relevant Collective Agreements.
- Thorough knowledge of general office procedures, composition of letters and customization of documents relevant to subject area.
- Thorough knowledge of Provincial and/or Federal statutes and regulations, codes, related documents and municipal bylaws relevant to subject area.
- Thorough knowledge of relevant manuals, guidelines, procedures, City policies and bylaws.

Skills:

- Excellent written and oral communication skills.
- Effective and courteous interaction with the public, consultants, other agencies and internal departments.
- Leadership skills in supervision, planning and organizing.
- Effective conflict resolution skills.
- Excellent organizational and time management skills with acute attention to detail.
- Safe work habits and practices.
- Possess the mathematical skill necessary to perform complex calculations.
- Proficiency in desktop publishing.
- Proficiency with MS Office applications, with advanced level proficiency in Microsoft Word and Excel, and intermediate proficiency in Microsoft PowerPoint (minimum 60% within the last 18 months).

Abilities:

- Ability to work under general direction only, exercising considerable independence and initiative in the execution of duties.
- Ability to establish and maintain effective working relationships with all internal and external customer and contacts.
- Ability to read and understand maps and plans.
- Ability to multi-task and adjust priorities on short notice.
- Ability to exercise sound judgment.
- Must possess and maintain valid Class 5 Driver's License as per City policy.

Education:

- Grade 12 or equivalent.
- Completion of a two (2) year Diploma from a recognized institute in business or office administration or a related field; **OR**
 - An assessable equivalent in education, training and experience; including the successful completion of a course (accredited course or a course of 25 hours or more in duration from an accredited school or program) in each of the following:
 - Accounting; and
 - Leadership/Supervision or Business Communications

Training:

- Introductory course in Project Management
- Customer Service Training

Experience:

- Minimum of five (5) years recent (within last ten (10) years) office administration experience, including such responsibilities as accounting, budgeting, supervision, etc.