



District of Lantzville
Employment Opportunity – Administrative Assistant (Administration)
Competition No. 2021-06 Closing Date: 4:00 pm, Tuesday July 27, 2021

Lantzville, located between Nanaimo and Parksville on Vancouver Island, is home to approximately 3,600 residents. Lantzville is a vibrant and dynamic community known for its small rural community atmosphere. This is a perfect opportunity to live and work by the sea in one of the most desirable settings on Vancouver Island. The District of Lantzville is seeking applicants for one regular full-time position: **Administrative Assistant (Administration)**.

Reporting to the Director of Corporate Administration, primary responsibilities include, but are not limited to providing multi-faceted services to external and internal customers, primarily general reception and front counter customer service, including accepting payments, in addition to general clerical and administrative support for management. Qualifications include strong communication and computer use skills, along with one year of post-secondary education in business or office administration and at least two accounting courses as recognized by CPA Canada. At least two years' experience in a municipal government reception, office clerk or equivalent positions and one years' customer service and cash handling experience is required, or a combination of training and experience.

This position has been concurrently posted internally. Current shift is 35 hours per week, 8:00 am to 4:00 pm, Monday to Friday (except holidays. Rate of pay: \$29.03 (probationary period-455 hours worked) to \$30.56 per hour (2021 rates).

Terms and conditions of employment are covered by the Collective Agreement between CUPE Local 401 and the District of Lantzville. Successful candidate will be required to supply a criminal record check. Visit www.lantzville.ca for more information (job description) about this opportunity. Applicants are invited to submit their resume with cover letter and copies of certificate(s), in confidence, quoting the opening and competition number 2021-06, by 4:00 p.m. Tuesday, July 27, 2021 to:

Trudy Coates, Director of Corporate Administration
District of Lantzville
PO Box 100, 7192 Lantzville Road
Lantzville, BC V0R 2H0
E-mail: tcoates@lantzville.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.
This position is restricted to those legally entitled to work in Canada.

Website & Bulletin Board: July 14, 2021
CivicInfo: July 14, 2021



JOB DESCRIPTION

POSITION: Administrative Assistant

DEPARTMENT: Administration

SUMMARY:

This regular, full-time position, reporting to the Director of Corporate Administration, provides multi-faceted services to external and internal customers. The primary role of the Administrative Assistant is to provide general reception and front counter customer service, in addition to general clerical and administrative support for the Director of Corporate Administration, Director of Public Works, and the Fire Chief.

DUTIES AND RESPONSIBILITIES:

- Provides customer service as Municipal Hall receptionist answering telephone, in-person and email inquiries and complaints including but not limited to accepting payments, processing permits and applications, providing general information and assistance and referring other requests to the appropriate Department or individual.
- Provides a diverse range of clerical and administrative support to the Director of Corporate Administration, Director of Public Works, and Fire Chief, including: drafts a variety of records, maintains indexes, performs routine clerical work, data entry, photocopies, and conducts research.
- Processes and responds to service requests for programs such as park use bookings, streetlight repair (reporting to BC Hydro), Memorial Tree and Bench program, meter replacement and rebate programs, e.g. low flush toilet rebate.
- Assists Department Heads by receiving applications, forwarding and drafting routine correspondence for the signature of the Department Head, as requested, e.g. for the Director of Public Works for water leak adjustment requests.
- Performs routine office functions including collecting and processing incoming and outgoing mail and courier deliveries, scheduling appointments and meetings, posting notices, ordering office supplies, coordinating photocopier maintenance, and photocopying, maintaining and filing records.
- Assists the Director of Corporate Administration with corporate communications, maintenance of web content, posts notices, assists with publishing and distributing the monthly Community Update newsletter, etc..
- Provides assistance to the Director of Financial Services by accepting payments and assisting the Accounting Clerk with mailings for utility bills and property tax notices, as required.
- Assists the Chief Administrative Officer with special projects or assignments, as requested.

- Assists the Director of Planning with correspondence, e.g. preparing notification lists for land use and development applications, and public consultations and sending out notifications and invitations.
- Provides relief support for the Accounting Clerk position(s), as required by the Director of Financial Services.
- Other duties, as required.
- Required to adhere to all WorkSafe BC regulations and any unsafe conditions are to be reported to the employee's supervisor immediately.
- All persons employed with the District of Lantzville will be required to assist the District in providing emergency services. Duties assigned during an emergency may be different from regular duties.

EMPLOYER DOCUMENTS REQUIRED:

ESSENTIAL:

- Performance appraisals will be performed six and twelve months.

SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Director of Corporate Administration

Positions directly supervised by this position: N/A

REQUIRED EDUCATION, KNOWLEDGE, ABILITIES, SKILLS AND SUITABILITY:

ESSENTIAL:

Education:

- High-school diploma or equivalent plus one year of post-secondary education in business or office administration.
- At least two accounting and finance courses at a University or College recognized by CPA Canada.

Experience:

- Minimum of two years' experience in a municipal government reception, office clerk or equivalent position.
- Minimum of one years' customer service and cash-handling experience.
- Windows office suite (Excel, Word, Access, Outlook), Publisher, and website content management software.

OR an equivalent combination of training and experience.

Skills:

- Strong verbal and written communication and computer use skills, including proficient in the use of word processing and spreadsheet programs.
- Keyboarding speed of 50+ wpm accompanied by a high degree of accuracy and attention to detail.
- Strong multi-tasking and organizational skills and detail oriented.
- Demonstrated friendly, courteous and professional customer service skills.

Knowledge:

- Knowledge of and ability to implement safe work practices and the requirements of the regulatory agencies.
- Knowledge of municipal operations.
- Knowledge of municipal systems and procedures for processing payments, records management and filing, processing of documents, contract tracking, etc.

Abilities:

- Ability to communicate, both verbally and in writing, tactfully, respectfully and effectively with other staff, management, elected officials and the general public.
- Ability to establish and maintain effective working relationships with internal and external contacts.
- Ability to learn new computer skills and new methods of carrying out work, as required.
- Ability to determine priorities, plan job tasks and organize work area.
- An excellent team player.

Licences/Certificates:

- Valid BC Class 5 Driver’s Licence.
- Occupational First Aid Level I or recognized equivalent.
- Pass and maintain Criminal Record clearance.

JOB DESCRIPTION APPROVAL AND DESIGNATION

- Full-Time:
- Part-Time:
- Permanent:
- Temporary:
- Casual:

ORIGINAL SIGNED

Signature
Chief Administrative Officer: Ronald Campbell

Effective Date: April 29, 2019