



The **DISTRICT OF CENTRAL SAANICH** is seeking an experienced  
**Administrative Assistant - Building**  
**Competition Number 2021-15**

The District of Central Saanich, located on the Saanich Peninsula of Southern Vancouver Island enjoys the reputation of being among the best locations in Canada to work, live and play. Central Saanich is bounded on both the east and west by ocean and is known for its scenic rolling countryside and bounty of farms. This community of 18,000 residents has a vibrant, small village character and includes the Tsawout and Tsartlip First Nations; and it is central to all amenities of the Greater Victoria area.

Reporting to the Chief Building Official, this position provides administrative and clerical support, assistance, and information regarding a wide variety of building and bylaw services and functions for the District. This position is the primary point of contact for enquiries for building permitting and bylaw enforcement services and provides backup support for Planning Services and the Engineering Department.

The ideal candidate will possess an office administration certificate from a recognized educational institution and a minimum of three years' office administrative experience ideally in a building or local government environment or an equivalent combination of related education, training and experience. Additionally, they will have training in records management and display evidence of continuous learning and personal development.

**Please see the attached job description for further information on the duties and requirements of the role.**

The pay rate for this regular, full-time 7 hour per day, Monday to Friday position is \$30.07-\$32.53 (2020 rates) with an excellent benefits package. Interested candidates are invited to submit their resume and covering letter, quoting the competition number to [resume@csaanich.ca](mailto:resume@csaanich.ca) by 4:00 pm on August 6, 2021.

The District of Central Saanich thanks applicants for their interest, and advises that only those candidates under active consideration will be contacted.



## Job Description

### Administrative Assistant

### Building and Bylaw Services

### (Pay Grade 39)

#### General Accountability

##### Purpose and Scope

Reporting to the Chief Building Official, this position provides administrative and clerical support, assistance and information regarding a wide variety of building and bylaw services and functions for the District. This position is the primary point of contact for enquiries for building permitting and bylaw enforcement services and provides backup support for Planning Services and the Engineering Department.

#### Illustrative Duties

- Assists the Chief Building Official and other building and bylaw staff in the performance of their duties including the file management and processing of applications for building permits, plumbing, chimney/fireplace, sign, and other related permits, business licenses, and bylaw enforcement files
- Assists the Chief Building Official and other building and bylaw staff in administering consultant contracts, undertaking research and reports, drafting bylaws, preparing correspondence, memoranda, contracts and agreements, and communication with customers and the general public
- As required, prepares notices and agendas for the meetings of the Central Saanich Board of Variance or advisory committees; attends meetings and keeps an accurate records and minutes of all recommendations and decisions, transactions and other pertinent business, and perform other duties as required
- Maintains a centralized records management system in compliance with the District's Record Management policies, including the maintenance of a record indexing and cross-referencing applications for all permits and licenses
- Processes, tracks, and coordinates bylaw complaints and business license applications
- Processes and notifies of notices on title
- Distributes and updates bylaws, reports, plans, policies or other information necessary for public information and the efficient job performance of employees within the municipality related to Building and Bylaw Enforcement issues.
- Answers public enquiries, in person, by email and by telephone

- Arranges meetings giving parties adequate notification, and make travel arrangements for staff as required
- Administers routine financial matters for Building and Bylaw Services including sending remittances to associated government jurisdictions, issuing receipts for payments, order supplies and code invoices as required, and maintaining an efficient system for bringing forward Letters of Credit or other financial guarantees for review one (1) month prior to their expiry date.
- Assists in the annual budget preparation for Building and Bylaw Services including spreadsheets and supplementals, and submitting to Director of Finance and update as required
- Prepares month end reports — Stats Canada, HPO, BC Assessment, and Quarterly Reports Stats for Council, CRD Review
- Brings to the attention of the Chief Building Official any unusual occurrences or circumstances that may require action
- Performs the tasks of other clerical employees in the Engineering and Planning and Building Departments as required when the employees are absent from work for any reason

### **Customer Service**

- Provides primary customer service in a professional and courteous manner in person, on the phone and via email
- Provides backup administrative support for Planning and Engineering including answering inquiries in person, on the phone and via email

### **Records Management**

- Maintains and utilizes daily the Building and Bylaw Services records and project time tracking management system pursuant to corporate policies, directions, guidelines and templates that flow from the records management program
- Maintains the Corporate Records Management system for Building and Bylaw Services ensuring files are created and maintained as per District policy and procedures

### **Other**

- Participates in emergency duties In the event of an emergency/disaster
- Attends courses and seminars to keep current with emerging technology and procedures
- Follows all corporate policies and practices
- Performs other related duties as required

<b>Knowledge, Skills and Abilities on the Job</b>
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### **Knowledge**

- Strong knowledge of administrative and office practices and procedures including business English, grammar, and some accounting practices
- Strong knowledge of MS Office software and other technology such as iCompass, Vadim and Tempest including remote meeting software and operations of audio-visual equipment
- Strong knowledge of regulatory legislation, bylaws, plans and procedures
- Strong knowledge of Records Management principles and practices, familiarity with Records Classification and Retention Schedule
- Working knowledge of the Local Government Act, municipal administration and processes

## Skills

- Strong communication (verbal and written), interpersonal and customer service skills
- Strong writing and editing skills and ability to prepare correspondence and administrative and Council reports including transcribing the proceedings of meetings
- Type 65 words per minute

## Abilities

- Ability to act with discretion, prepare, and respond to inquiries on behalf of the Chief Building Official in a variety of situations
- Ability to develop and maintain effective working relationships with internal and external stakeholders including council members and members of the public
- Ability to uphold strict confidentiality and understand the seriousness of any breaches to the District
- Ability to effectively deal with enquiries, complaints and service requests with promptness, tact, diplomacy and accuracy
- Ability to demonstrate initiative to set priorities, meet deadlines and work under pressure while juggling multiple priorities
- Ability to work independently
- Ability to promote and contribute to a positive team environment
- Ability to maintain confidentiality as appropriate

## Requirements

- Grade 12 education or equivalent
- Successful completion of an office administration certificate program from a recognized educational institution and a minimum of three years' experience ideally in a local government environment or an equivalent combination of related education, training and experience
- Training in records management
- Evidence of continuous training and professional development

Approved By:

Signature of CAO: Original Signed by Christine Culham

Date: July 7, 2021

Signature of Director: Original Signed by Jarret Matanowitsch

Date: July 7, 2021