



The **DISTRICT OF CENTRAL SAANICH** is seeking an experienced
CLERK INFRASTRUCTURE

Competition Number 2022-11

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 Administrative and Inventory Coordinator, this position provides administrative and customer service support and assistance regarding a wide variety of infrastructure/public works services and functions. This position is the primary point of contact for enquiries for the Public Works Yard.

The ideal candidate will and have a completion of an office administration certificate program from a recognized educational institution and a minimum of two years' office administrative experience ideally in a public works or local government environment or an equivalent combination of education and experience.

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

To ensure the health and safety of our workplace, all external applicants will be required to provide a confirmation of vaccination status.

The pay rate for this full-time 8 hour per day, Monday to Friday position is \$27.97 - \$30.25 (2022 rates). Interested candidates are invited to submit their resume and covering letter, quoting the competition number to resume@csaanich.ca by 4:00 pm on May 25, 2022.

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



Job Description
Clerk – Infrastructure
Engineering Department
(Pay grade 27)

General Accountability

Reporting to the Administrative and Inventory Coordinator, this position provides administrative and customer service support and assistance regarding a wide variety of infrastructure/public works services and functions. This position is the primary point of contact for enquiries for the Public Works Yard.

Illustrative Duties

Administrative Support

- Prepares correspondence, presentations, spreadsheets, meeting minutes, and reports in an accurate and timely manner
- Supports the centralized records management system by following records management processes and practices and providing support and guidance to others as needed
- Orders and maintains office supply inventory
- Processes invoices and enters data into financial software program(s)
- Orders routine products and supplies as requested by Supervisors in adherence with the corporate purchasing policy and processes
- Arranges, schedules and tracks Infrastructure team scheduled training and certification
- Maintains a system for bringing forward contracts, agreements and other time-sensitive matters

Customer Service

- Provides primary customer service in a professional and courteous manner in person, on the phone and via email
- Processes service requests through the data entry of service needs, ensuring requests are forwarded to the correct contact, following up on outstanding items and providing regular reporting
- Updates District website, in coordination with Community Services, with advisory notifications such as road closures and water main flushing
- Provides backup support for other departmental administrative roles

Occupational Health and Safety

- Ensures OH&S program and safe work procedures including MSDS are regularly maintained and updated
- Provides administrative support to the department Occupational Health and Safety Committee
- Organizes annual health initiatives by coordinating outside agencies to provide services such as hearing tests, flu clinics, fit tests etc.

Other

- Maintains the uniform program through the coordination of regular cleaning and ordering uniforms as needed
- Supports the Commercial Sign program by ordering signs as needed and provides finance with needed billing information
- 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

Knowledge, Skills and Abilities on the Job

Knowledge:

- Strong knowledge of administrative and office practices and procedures including business English and grammar
- Strong knowledge of MS Office software and other technology such as Vadim and Tempest and meeting management software, including remote meeting software and operations of audio-visual equipment
- Knowledge of Records Management principles and practices
- Working knowledge of municipal and/or public works administration and processes are an asset
- Good working knowledge of Occupational Health and Safety and the Workers Compensation Act, Guidelines and Regulations and requirements
- Working knowledge of invoicing, payables and purchasing principles and practices

Skills:

- Strong communication (verbal and written), interpersonal and customer service skills
- Strong writing and editing skills and ability to prepare correspondence reports etc.
- Research and compilation skills to assemble a variety of statistics and information for reports

Abilities:

- Ability to act with discretion, prepare and respond to inquires on behalf of the department 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 promote and contribute to a positive team environment

Requirements

Education and Experience

- Completion of an office administration certificate program from a recognized educational institution and a minimum of two (2) years' office administrative experience ideally in a public works or local government environment or an equivalent combination of education and experience

Approved by:

Signature of CAO:  Date: Feb 28/22

Signature of Manager:  Date: Feb 24/22