



Administration/Finance Department – Development Services position
Term Position: Approx. July 2019 to January 2021
Maternity Leave Backfill

Are you interested in working for your community and providing top quality services to our residents? Do you enjoy interacting with the public and getting them the help that they need in an efficient and effective manner? If you could see yourself as part of our team, we would be interested in reviewing your application for our Development Services position. The successful applicant will cover a 1.5 year maternity leave, Monday – Friday, 6 hours per day, 30 hours per week. There is a potential for the position to become permanent as part of our succession planning for the Village.

Nature of Position:

To process land use development applications, including making recommendations for the approval of subdivision proposals submitted by developers, engineers and the general public. Under the direction of the CAO/Approving Officer, CFO or Deputy Clerk, the position provides advice and support on land use applications including one-on-one client interaction; technical advice and mapping to evaluate the potential impact of proposed developments/land use applications; and provides assistance with general office and financial duties for Council and Village staff. This position is also responsible for overall coordination of our cemetery services, and event planning and coordination for the municipality. This position and the Legislative and Administrative Clerk cross-train on their job duties and coordinate absences to ensure coverage. The role adds value by providing great customer service, being able to answer most routine questions, or instantly direct the person to someone who can help them.

Desired qualifications, skills and experience:

- Secondary school graduation supplemented by administrative/secretarial training plus experience in an office environment, preferably in a local government setting OR an equivalent combination of training and experience
- A high degree of accuracy and attention to detail in all aspects of job performance and ability to follow directives and perform special tasks as assigned by Senior staff
- Knowledge of modern office practices and equipment, adobe, excel, word, publisher
- Knowledge of and/or experience with the Municipal Administrative Information System (MAIS) would be an asset
- A working knowledge of ARC GIS, or willingness to take training
- Ability to achieve priorities and to meet deadlines is essential, as well as the ability to work independently and in a team environment
- Demonstrated ability to work positively and professionally with the public, elected officials and all levels of staff
- Ability to develop a knowledge of how/where to direct inquiries from the public and telephone calls to accurately relay messages to Senior staff
- Strong written and verbal communications skills

Salary is negotiable based on education and experience. For lesser qualified applicants willing to be trained on-the-job, starting salary would be \$20.00/hour plus 10% in lieu of benefits. Expected start date in July 2019, baby dependent.

A detailed job description can be requested from office@queencharlotte.ca

Closing date is May 10, 2019 at 4:30 PM. Please send cover letter and resume to:

Sandra Brown, Deputy Clerk, Village of Queen Charlotte

Box 580, Queen Charlotte, BC V0T 1S0

Fax: 250-559-4742

E-mail: office@queencharlotte.ca