



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20210910_CSA
POSITION TITLE:	CORPORATE SERVICES ASSISTANT
DEPARTMENT:	CORPORATE SERVICES
POSITION TYPE:	FULL TIME REGULAR, UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade 9 \$34.08/hr (2021 rate)
HOURS OF WORK:	35 hours per week, Monday – Friday between the hours of 8am – 5pm
BENEFITS:	A comprehensive benefits plan as per the terms of the Collective Agreement

Do you thrive in a fast-paced environment where you are able to work on a variety of tasks that help to build a strong community? If so, join us in Colwood and enjoy a unique connection to nature, a rich heritage, and incredible potential.

The City of Colwood is home to more than 17,000 residents and is located 25 minutes from downtown Victoria. Corporate Services is responsible for a wide range of responsibilities in leading a modern Corporate Services department providing services to internal and external stakeholders. The City of Colwood has an opportunity for a **Corporate Services Assistant** in the Corporate Services Department. This is a UNION position with CUPE Local 374. This position reports to the Corporate Officer and is responsible for a variety of complex administrative, legislative and customer service functions to support the City; therefore, full qualifications are a requirement.

REQUIRED MINIMUM TRAINING AND EXPERIENCE

The Corporate Services Assistant provides specialized administrative support to the Corporate Services Department, assisting the Corporate Officer and the Deputy Corporate Officer in completion of their duties. This position requires a high degree of interpersonal skills, independent judgement, initiative, tact and accuracy in processing assignments, some of which are confidential in nature.

- Completion of Grade 12 supplemented by education in Local Government Administration; or equivalent combination of training and experience.
- Minimum 5 years related administrative experience in a local government environment or related environment; working knowledge of legislation and records management practices applicable to the work and functions of various municipal departments.
- Experience as a recording secretary to committees, council, boards or commissions.

A complete job description is available at www.colwood.ca/careers

Using the subject line **POSTING ID# COC20210910_CSA**, please submit your resume and cover letter, in confidence, to **Marcy Lalande, Interim Corporate Officer** at careers@colwood.ca.

Applications will be accepted until 4:30pm on Wednesday, September 22, 2021.