



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20220110_CSA
POSITION TITLE:	CORPORATE SERVICES ASSISTANT
DEPARTMENT:	CORPORATE SERVICES
POSITION TYPE:	FULL TIME REGULAR
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

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 Manager of Corporate Services 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 Manager of Corporate Services and the Coordinator of Corporate Services 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 attached to this posting.

Using the subject line **POSTING ID# COC20220110_CSA**, please submit your resume and a **detailed cover letter demonstrating how you meet the minimum requirements**, in confidence, to **Marcy Lalonde**, Manager of Corporate Services at careers@colwood.ca.

Applications will be accepted until 4:30pm on Thursday, January 20, 2022.