



## CITY OF COLWOOD JOB POSTING

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<b>POSTING ID #:</b>	<b>COC20220422_CSA</b>
<b>POSITION TITLE:</b>	CORPORATE SERVICES ASSISTANT
<b>DEPARTMENT:</b>	CORPORATE SERVICES
<b>POSITION TYPE:</b>	FULL TIME REGULAR
<b>POSTING TYPE:</b>	INTERNAL/EXTERNAL
<b>SALARY:</b>	Pay Grade 9 \$34.08/hr (2021 rate)
<b>HOURS OF WORK:</b>	35 hours per week, Monday – Friday between the hours of 8am – 5pm
<b>BENEFITS:</b>	A comprehensive benefits plan as per the terms of the Collective Agreement

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The City of Colwood is home to close to 19,000 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/Corporate Officer with functional supervision from the Coordinator of Corporate Services. The Corporate Services Assistant is responsible for a variety of complex administrative, legislative and customer service functions to support the City; therefore, fully qualified applicants will receive preference.

### **REQUIRED MINIMUM TRAINING AND EXPERIENCE**

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](http://www.colwood.ca/careers)*

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Using the subject line **POSTING ID# COC20220422\_CSA**, please submit your resume and a **detailed cover letter demonstrating how you meet the minimum requirements**, in confidence, to **Marcy Lalande**, Manager of Corporate Services at [careers@colwood.ca](mailto:careers@colwood.ca).

Applications will be accepted until the position is filled.