



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20201208_CSA
POSITION TITLE:	CORPORATE SERVICES ASSISTANT
DEPARTMENT:	CORPORATE SERVICES
POSITION TYPE:	TWO FULL TIME TEMPORARY AUXILIARY
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade 09 \$33.41/hr (2020 rate)
HOURS OF WORK:	35 hours per week, Monday – Friday between the hours of 8am – 5pm
BENEFITS:	14% in lieu of benefits for external Auxiliary applicants per CUPE 374 Collective Agreement.

The City of Colwood has an opportunity for two (2) fully qualified **Corporate Services Assistants** to provide temporary support to the Corporate Services Department. This position reports to the Corporate Officer. This is a temporary UNION position with CUPE, local 374.

Corporate Services is responsible for a wide range of responsibilities in leading a modern Corporate Services department providing services to internal and external stakeholders. 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# COC20201208_CSA**, please submit your resume and **a detailed cover letter demonstrating how you meet the minimum requirements**, in confidence, to **Marcy Lalonde, Interim Corporate Officer** at careers@colwood.ca.

This posting will remain open until the positions are filled.