



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20230828_CSA
POSITION TITLE:	CORPORATE SERVICES ASSISTANT
DEPARTMENT:	CORPORATE SERVICES
POSITION TYPE:	FULL-TIME REGULAR UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade #9 \$36.87/hr (2023 rate)
HOURS OF WORK:	35 hours per week, Monday – Friday between the hours of 8am – 5pm
BENEFITS:	Benefits per the terms of the Collective Agreement for Regular Employees

Do you thrive in a fast-paced environment where you are able to work in a modern Corporate Services Department? The City of Colwood is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life. Located 25 minutes from downtown Victoria on the Westshore with nearly 19,000 residents, the City of Colwood is a great place to work, live, and play.

The City of Colwood has an opportunity for a **FULL-TIME REGULAR CORPORATE SERVICES ASSISTANT** in the **Corporate Services Department**. This is a UNION position with CUPE, local 374. The ideal candidate has related administrative experience in a local government or public sector environment coordinating meeting arrangements, preparing agendas, and taking, transcribing, and editing minutes.

NATURE AND SCOPE OF WORK

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 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.

The Corporate Services Assistant provides specialized administrative support to the Corporate Services Department, assisting the Corporate Officer 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.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- 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



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Using the subject line **POSTING ID# COC20230828_CSA**, please submit your resume and a **detailed cover letter demonstrating how you meet the minimum requirements**, in confidence, to careers@colwood.ca.

A review of interest will begin on Friday, September 15, 2023; however, applications will be accepted until the position is filled.

The City of Colwood is committed to employment equity and to creating a diverse employment environment.