



THE VILLAGE OF
N A K U S P

ADMINISTRATIVE ASSISTANT – OPERATIONS (Temporary)

The Village of Nakusp has an employment opportunity for a TEMPORARY Administrative Assistant - Operations to backfill a sick leave. Reporting to the Director of Operations, this position provides a high level of administrative and clerical support.

This position encompasses administrative work of a high level of complexity including:

- Administration, mapping and processing applications for cemetery plots
- Preparation of correspondence and reports for Director of Operations and CAO as required
- Reviewing building permit applications to confirm compliance with Village bylaws and policies
- Processing applications for rezoning, variances and subdivisions
- Administration of electronic and paper filing system.
- Compilation of data for water and wastewater systems and submission of statutory reports.

This position requires establishing and maintaining effective working relationships with a variety of internal and external contacts and working within established guidelines and policies. Since this position deals with the public, exceptional customer service is required.

Desirable skills for the position include:

- Knowledge of local government bylaws and provincial statutes.
- Organized and ability to manage several tasks simultaneously
- Ability to follow oral and written instruction and work with minimal supervision

The successful applicant must be comfortable interacting with the public, using technology, be a team player and have keen administration and interpersonal skills. Ideal applicants will have experience in an office environment and post-secondary education in administration. Minimum three years of experience in local government administration is required.

This is a temporary unionized position with a rate of pay of \$25.40 per hour, for 40 hours per week.

A complete resume of experience, qualifications and references will be accepted until 4:00 pm, December 2, 2016 to the CAO, Village of Nakusp, Box 280, 91 – 1st Street NW, Nakusp, BC, V0G 1R0; Fax: 250-265-3788, or email cao@nakusp.com

Applicants not contacted within two weeks of the competition closing date are thanked for their interest.

November 22, 2016

Laurie Taylor, CAO
Village of Nakusp