



**REGIONAL  
DISTRICT  
NORTH  
OKANAGAN**

**JOB TITLE:** Administrative Assistant, Strategic and Community Services  
**DEPARTMENT:** Strategic and Community Services

**JOB SUMMARY**

Reporting to the General Manager, Strategic and Community Services, the Administrative Assistant, Strategic and Community Services is responsible for providing senior administrative support for Parks, Recreation and Culture, Solid Waste Management, and Rural Services programs and initiatives.

**DUTIES / RESPONSIBILITIES**

- Provides confidential administrative and clerical support to the General Manager, Strategic and Community Services and the Strategic and Community Services department management team
- Maintains department files in a well-organized, consistent and confidential manner
- Prepares correspondence, reports, spreadsheets, and other documents as requested
- Coordinates and prepares the department’s agenda items for Board of Directors and committee meetings, in conjunction with the Corporate and Administrative Services Department
- Takes minutes of meetings as required and forwards action items to staff for follow-up
- Ensures that documents are filed in accordance with standard filing procedures, and in conjunction with the Corporate and Administrative Services Department
- Coordinates public meetings, events and travel arrangements
- Schedules appointments, meetings and events, and maintains department calendar
- Assists with special projects as requested
- Provides relief reception coverage
- Maintains harmonious working relationships with staff, elected officials, members of the business community and the general public
- Undertakes emergency training and assists as directed in supporting the Regional District's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Completes work in compliance with safety policies and WorkSafeBC regulations
- Performs other duties as may be assigned from time to time

**SUPERVISION RECEIVED AND EXERCISED**

Immediate Supervisor:	General Manager, Strategic and Community Services
Positions directly supervised:	n/a
This position is responsible for: <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Assigning work <input type="checkbox"/> Reviewing work <input type="checkbox"/> Evaluating work <input type="checkbox"/> Disciplining employees	

## KNOWLEDGE, ABILITIES AND SKILLS REQUIRED

<b>Education:</b>	<ul style="list-style-type: none"><li>▪ Diploma in office administration, business or related program</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>▪ Two years administrative experience, preferably within a local government setting</li></ul>
<b>Licenses / Certificates / Registrations:</b>	<ul style="list-style-type: none"><li>▪ Valid Class 5 BC Driver's License</li></ul>
<b>Specific Skills:</b>	<ul style="list-style-type: none"><li>▪ Superior organizational skills, multi-tasking talents and a well-developed knowledge of administrative support duties</li><li>▪ Accurate and detail-oriented</li><li>▪ Sound agenda preparation and minute taking skills</li><li>▪ Excellent interpersonal and problem solving skills</li><li>▪ Excellent written and verbal communication skills</li><li>▪ Exceptional customer service skills and abilities</li><li>▪ Discretion and ability to sensitively manage personal and confidential information</li><li>▪ General knowledge of applicable legislation, procedures and policies</li><li>▪ Ability to work with limited supervision, requiring independence and initiative</li><li>▪ Minimum keyboarding speed of 60 wpm</li><li>▪ Excellent working skills in the use of Microsoft Office Suite of products (Word, Excel, Outlook, PowerPoint)</li></ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>▪ May be required to work outside normal working hours from time to time</li></ul>

## CLASSIFICATION

Wage Level 9

## JOB DESCRIPTION

Effective date: March 1, 2023