

DEPARTMENTAL SECRETARY (REGIONAL SERVICES, FULL-TIME)

Competition #2021-14

March 19, 2021



The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in our eight electoral areas and six-member municipalities. We are the third most populous regional district in BC, stretching from Abbotsford to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

We have an exciting opportunity for a highly motivated, independent individual to fill the full-time position of Departmental Secretary in the Regional Services Division. Working in a team environment, the incumbent assists the Managers of the Departments of Strategic Planning, Parks, Environmental Services, and IT with administrative support and secretarial services. Under the direction of the Director of Regional Programs, the Departmental Secretary acts as a recording secretary for select committees and other meetings; prepares a variety of correspondence, reports, memoranda, bylaws, forms and related materials; arranges appointments, public hearings and special meetings; and responds to and follows up on inquiries from the public.

We offer a positive and supportive work environment with an emphasis on collaboration. We believe in lifelong learning and are committed to providing professional development opportunities for our staff. If you love variety in your workday and are meticulous, you will fit right in.

The ideal candidate must have:

- Post-Secondary education, preferably in Business Administration or Local Government Administration, plus several years of secretarial experience or an equivalent combination of education and experience;
- Knowledge of the general functions of local government;
- Experience in preparing agendas, and taking and transcribing minutes, with proficiency in recording committee meeting proceedings;
- Working knowledge and experience in records management, including experience with managing records in electronic and hard copy formats;
- Working knowledge of land title and registry procedures and the administration of real property; must be familiar with folio information such as BC Assessment data and the use of land-based property information system;
- Excellent computer skills, with a high proficiency with Microsoft Office Suite;
- Excellent written and verbal communication skills which include the ability to express thoughts and ideas clearly and concisely;
- Excellent interpersonal skills with the ability to establish and maintain effective working relationships with staff in each Department of the FVRD, as well as contacts outside the organization;

The start rate for this Union position is \$24.17 per hour plus a comprehensive benefits package. Upon successful completion of the required six-month probationary period, the rate will increase to \$28.43 per hour.

If this opportunity excites you, and you want to be in a fast-paced atmosphere, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. Please quote **Competition #2021-14 and send, in confidence, by 4:30 pm on April 16, 2021**, to jobs@fvrd.ca or mail to:

Human Resources Department
Fraser Valley Regional District
1 - 45950 Cheam Ave
Chilliwack, BC V2P 1N6

*While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.
Review of applications will begin upon receipt.*