

DEPARTMENT:	Parks and Recreation	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	Up to 24 hours per week	SALARY:	\$24.39 - \$28.54 (2021 rates) per hour plus 12% in lieu of benefits

New Westminster Parks and Recreation Department is seeking a dynamic, outgoing and self-motivated administrative professional to support Parks Operations and Services. This clerk role will be providing administrative support for City of New Westminster park operations, services and projects in both indoor and outdoor settings. In addition, the work entails the performance of a variety of clerical, word processing, record and project management, basic accounting and cashiering duties. The facility clerk will assign and completes action requests; organizes and manages related project databases; organize meetings; creates purchase requisitions and orders; participate in various working groups/meetings and performs other related duties as assigned.

If you have the following characteristics and qualifications, we want to hear from you!

- Grade 12 graduation including or supplemented by courses in word-processing, typing and business plus considerable related experience.
- Ability to compose non-routine correspondence and memoranda, to arrange format for reports, summaries and related materials including; preparing agendas, taking meeting minutes, reports, and public communications independently.
- Ability to independently perform a variety of tasks related to the work.
- Sound knowledge of modern office practices and procedures and organized recreation principles and practices.
- Working knowledge and skill in the use of applicable computer applications, method, practices and procedures (ie Microsoft Office 365, SharePoint, Xplor and point of sale (POS) systems). Experience with Kronos and JD Edwards is an asset.
- Ability to deal effectively with the public, supervisors, staff, contractors and officials as necessary and demonstrate exceptional customer service skills.
- Ability to work independently and exercise independence of actions and judgment.
- Ability to maintain and process purchase requisitions, purchase orders and invoices for payment.
- Ability to maintain confidentiality and manage sensitive information.
- Ability to prioritize, plan and organize to meet project deadlines.
- Assist public booking requests and registrations.
- Experience maintaining filing management; virtual file management considered an asset.
- Valid Driver's License for the Province of British Columbia is an asset.
- The successful candidate must be able to pass and maintain a clear Police Information Check.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by October 18, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-168**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada