

*The Town of Ladysmith provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career? The Town of Ladysmith is seeking a self-motivated professional for our Corporate Services Department.*

TEMPORARY FULL TIME  
ADMINISTRATIVE ASSISTANT - CORPORATE SERVICES  
(1 Position)  
**External Competition #2023-42**

<b>Department:</b>	Corporate Services
<b>Duties:</b>	See attached Job Description
<b>Required Qualifications:</b>	See attached Job Description
<b>Rate of Pay:</b>	Band 7 - \$32.02 per hour (*Pending Job Evaluation)
<b>Hours of Work:</b>	35 hours per week (Temporary – Four Months)
<b>Conditions of Employment:</b>	Automatic wage deposit
<b>Union:</b>	Canadian Union of Public Employees (C.U.P.E.) Local 401
<b>Benefits:</b>	As per the Collective Agreement
<b>Reporting To:</b>	Manager of Corporate Services

This job posting will remain open until **4:00 PM on December 22, 2023**. For further information related to the job and the duties associated to it, please contact Sue Bouma, Manager of Corporate Services at 250.245.6419; [sbouma@ladysmith.ca](mailto:sbouma@ladysmith.ca)

If you are interested in applying for the position, send a cover letter and detailed resume which notes your relevant qualifications and experience in **WORD or PDF** format only to:

Trish McConnell, Manager of Human Resources  
City Hall, 410 Esplanade  
Ladysmith, BC V9G 1A2  
Email: [careers@ladysmith.ca](mailto:careers@ladysmith.ca) ; Ph: 250.245.6412

\*Pending job evaluation means that based on the job evaluation process, the rate of pay may be reduced or increased.

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Per CUPE Agreement Article 15.02: "applicants for this position shall agree that in the event of a grievance regarding filling of this posting, interview and selection documentation shall be released to the union."



<b>TITLE:</b>	ADMINISTRATIVE ASSISTANT – CORPORATE SERVICES
<b>DEPARTMENT:</b>	CORPORATE SERVICES
<b>DIVISION:</b>	CORPORATE SERVICES
<b>CATEGORY:</b>	UNION CUPE LOCAL 401
<b>BAND:</b>	7

---

**GENERAL ACCOUNTABILITY**

Reporting to the Manager of Corporate Services, the Administrative Assistant – Corporate Services is primarily responsible for providing coordination and support to the legislative and communications functions of the Town.

**PRIMARY RESPONSIBILITIES:**

- Provide administrative support and coordination to the Corporate Services Department;
- Maintain and update the Town of Ladysmith website, the Corporate Services Intranet portal, and the Town's social media sites in accordance with established standards and schedules;
- Draft a variety of written correspondence, both routine and more complex, as assigned, including communications resulting from Council meetings;
- Maintain the Town's Bylaws, including distribution to staff and other government authorities as appropriate, consolidate bylaws as required, and maintain the bylaw index;
- Manage incoming email enquiries to City Hall in a friendly and efficient manner;
- Respond to routine public and staff inquiries on matters related to Legislative Services and Council issues. Refer to appropriate staff as necessary;
- Create purchase orders for the department in accordance with corporate policies & procedures;
- Assist in the preparation, layout, proofreading, editing and production of communications materials including advertisements, newsletters, brochures and reports;
- Assist in the preparation and production of Council meeting agendas and minutes as required;
- Take minutes at Council and Commission/Committee meetings as required;
- Assist with various Corporate Services projects and operations as assigned;
- Maintain the Town's telephone system, including making arrangements for changes and repairs, managing the system auto-attendant and other related functions;
- Order, track, upgrade and update Town of Ladysmith's cell phone supply. Liaise with accounts payable and the cell phone provider;
- Provide administrative support in establishing, maintaining and renewing leases and agreements for the Town;
- Provide back-up support at City Hall reception and on telephones according to demand;
- Assist other departments with preparations for meetings to be held at City Hall, and post-meeting clean-up;
- Assist with planning and implementing Council-related functions and events as required;

- Draft and maintain appropriate procedures for website posting, newsletter distribution, social media posting, bylaws management and other department activities;
- Recommend changes to and maintain procedures relating to areas of responsibility; and
- Other duties as required.

#### **REQUIRED SKILLS, KNOWLEDGE & ABILITIES:**

- Completion of Grade 12, and a post-secondary certificate in a related field.
- Three (3) years' recent relevant (within the last 5 years) experience in communications, customer relations or office administration.
- An equivalent combination of education and experience may be considered.
- Strong familiarity with the wide variety of functions related to municipal government and the local community, including a clear sense of where or to whom to direct specific inquiries (either internally to various departments or externally to partner agencies);
- Demonstrated hands-on experience with corporate website maintenance, social media;
- Successful completion of courses related to local government administration is desirable;
- Superior communication skills, both written and oral;
- Ability to support a small team effectively;
- Strong working knowledge of Microsoft applications is vital (MS Word, Excel, Access, Teams);
- Familiarity with legislative processes and experience serving a Council, Board or another political body is an asset;
- Demonstrated commitment to customer service excellence;
- Exceptional interpersonal skills and a particularly friendly and professional demeanor;
- Proven ability to exercise sound judgment in the workplace;
- Willingness to commit to quality pro-active results;
- Ability to work with minimal supervision and be self-motivated;
- A personal commitment to service, ability to provide friendly, helpful, knowledgeable, and timely assistance.