



MOUNTAINS OF OPPORTUNITY

CRANBROOK

JOB POSTING

POSITION

Recreation and Culture Development Clerk

POSTING

25-32

POSTING TYPE

Internal & External

POSITION TYPE

Term, until return
of incumbent

HOURS OF WORK

35-hour work week, as per schedule

DEPARTMENT Recreation and Culture, Western Financial Place

HOURLY RATE \$36.8024 - \$38.6478 per hour, Pay Grade 5 – Schedule “A” Inside Employees

POSITION SUMMARY

The Development Clerk reports directly to the Director of Recreation and Culture and provides administrative support to the Recreation and Culture Department with various projects and events that occur throughout the year. This position requires thorough knowledge of the City of Cranbrook Recreation and Culture Department and its functions; Select Your Tickets ticketing system for development of events; Amilia software for scheduling and programming; financial and accounting background for budgets and event reconciliations; computer knowledge and leadership qualities.

ESSENTIAL QUALIFICATIONS

EDUCATION

- Grade 12 Diploma or GED

LICENSES / CERTIFICATES

- Applied Business Technology (ABT) Core Certificate or equivalent Completion of Accounting courses in a recognized accounting program (ie Accounting 262)

EXPERIENCE

- Three (3) years office administrative support experience
- Computer data entry and hardware/software knowledge Minute/note taking
- Excel, Word, Power Point, Outlook, Amilia, Select Your Tickets

SPECIFIC SKILLS

- Accurate and efficient written/keyboarding and verbal communication skills
- Good organizational and time management skills
- Accurate report/form preparation skills Keyboarding — 60 wpm
- Word Processing
- Ability to prepare and/or maintain accurate and complete documents and records, checks own work
- Ability to maintain confidentiality

SPECIAL REQUIREMENTS

- Criminal Record Check

CLOSING DATE **Open until filled.**

Interested applicants are requested to submit a covering letter and resume to:

Human Resources

City of Cranbrook

40 – 10th Avenue South, Cranbrook, BC V1C 2M8

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.

The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15