



## DISTRICT OF COLDSTREAM

### JOB DESCRIPTION

POSITION: **CLERK – COMMUNITY FACILITIES**

REPORTS TO: Community Facilities Manager

SUPERVISES: None

### **POSITION SUMMARY**

Performs a variety of routine and non-routine tasks including word processing, data entry, records management, booking appointments and providing administrative support to the Community Facilities department. This position is a primary source of interaction for general inquiries from the public, by email, telephone and/or in person. Work performance is reviewed and evaluated by a superior in terms of efficiency, accuracy, and conformance to established office operating policies and procedures.

### **REQUIRED EDUCATION, KNOWLEDGE, ABILITIES AND SKILLS**

- Grade 12 or equivalent
- One year experience providing administrative and clerical support in an office environment
- Knowledge of general office procedures and services to explain to the public, organize and manage files and records.
- Working knowledge of the methods and practices used in operating a computer and relevant computer software applications, especially Microsoft Office applications.
- A working knowledge of basic accounting principles
- Experience in cash and balancing
- Typing speed of 50 wpm to produce neat and accurate letters, forms, reports and other communications
- Ability to work cooperatively and productively in a team atmosphere
- In the conduct of duties and while representing the District, act at all times in an honest, professional and business-like manner
- Ability to work independently or with limited supervision
- Demonstrated proficiency in the use of standard office equipment
- Valid BC Driver's License (Class 5)

**PREFERRED EDUCATION, TRAINING AND EXPERIENCE**

- Diploma or certificate in office administration, business administration or recreation or facility management

**ILLUSTRATIVE EXAMPLES OF DUTIES**

- Performs a variety of clerical functions, including data entry, compiles and tabulates statistics and reports, coordinates mailings and provides general clerical support to the department.
- Initial contact for public enquiries at the Coldstream Community Hall including both in person, email, and telephone, and redirecting enquiries to the appropriate person
- Under the direction of the Community Facilities Manager, assists with the booking and scheduling of District owned facilities following District guidelines, policies and procedures providing excellent customer service
- Under the direction of the Community Facilities Manager, assists with event and facility booking calendars
- Under the direction of the Community Facilities Manager, assists with the rental group liability insurance policy rates and SOCAN contracts, as required.
- Under the direction of the Community Facilities Manager, assists with marketing and promotions including creating posters, newsletters, website updates, other marketing materials and notice boards.
- Processing of cash receipts and other related documents
- Performance of other related duties as required at the direction of the Community Facilities Manager or designate