Job Posting

Permitting & Inspection Administrative Assistant (12-month term)

The Municipality is currently accepting resumes for the term position of Permitting & Inspection Administrative Assistant. This is a 12-month term. Permitting and Inspections is a fast-paced function that deals with a high volume of enquiries for Development and Building applications. As a front-line customer service position there is a requirement for strong interpersonal and customer service skills; because the Administrative Assistant is often the first point of contact, they must work with customers to help the Municipality deliver quality customer service.

The Administrative Assistant is responsible for the day-to-day administrative operations of Permitting & Inspections as well as Fire Protection Services.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

Deadline for resumes is Monday, January 4, 2021 at 1:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Recruitment & Procurement Officer
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Permitting & Inspections Administrative Assistant (12-month term)"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Permitting and Inspection Administrative Assistant
12-MONTH TERM

Engineering Department

Overview

The Planning and Development Department is a fast-paced department that deals with a high volume of enquiries for Development and Building applications. As a front-line customer service position there is a requirement for strong interpersonal and customer service skills; because the Administrative Assistant is often the first point of contact, he/she must work with customers to help the Municipality deliver quality customer service.

The Administrative Assistant is responsible for the day-to-day administrative operations of the Planning and Development Department as well as Fire Protection Services. The incumbent must have a general understanding of building, construction, and land use planning and development bylaws and acts, and must be able to work within tight deadlines that are often mandated by external legislation.

Secondary responsibilities require familiarity with other Municipal departments in order to provide back up and support for other administrative staff in the event of leaves and heavy workload. This position reports to the Permitting & Inspections Supervisor.

Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. This position requires a high level of behavioural competence from the following areas:

Customer-Service Orientation	Teamwork	
Communication	Flexibility	Diversity

Duties and Responsibilities

1. **The document and data management needs of the Permitting and Inspection and Fire Services team are well met.** The P&I Administrative Assistant achieves this outcome by:

- Providing direction, information and assistance to the general public on Planning and Development matters (i.e. zoning information, building permit applications, subdivision applications, civic addressing etc.), and guides applicants through the process.

Distributes related applications for the Department of Transportation and the Department of Environment

- Manages and maintains the Planning and Development Department paper and electronic records filing system
- Provides general administrative support to the Permitting and Inspection and Fire Protection Services Team
- Coordinates and tracks daily building inspection services
- Manages documentation and processes for various planning approvals including: development agreements, subdivision, MPS & LUB amendments and development/building permits
- Prepares and submits monthly reports regarding building permit activity
- Occasional overtime is required in order to attend evening meetings in order to take minutes
- Occasional requirement to fill in for other Administrative Assistants

2. **Permitting and Inspection Receptionist responsibilities are well supported.** The P&I Administrative Assistant achieves this outcome by:

- providing superior customer service in person and on the telephone;
- maintaining a good general knowledge of all the activities of the working group in order to directly answer routine inquiries and accurately redirect the remainder; and
- handling cash accurately and in accordance with established procedures.

Qualifications

Post secondary college or technical training in office administration and three to five years of progressively responsible administrative assistant duties in land use planning or related field.

An equivalent combination of education, experience, and training that demonstrates the knowledge, skills, and abilities to perform the above described duties will be considered.

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
$45,226	$47,486	$49,748	$52,009	$54,271	$56,532