# Job Posting

## Permitting & Inspections Administrative Assistant

The Permitting & Inspections Administrative Assistant has a central role in the operations of the Municipality of the County of Cumberland's Development & Planning Department. This position supports the Department by providing clerical work, administrative support and handling a variety of routine tasks.

Please visit our website for more details at www.cumberlandcounty.ns.ca

Deadline for resumes is Friday, February 2, 2024, at 1:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist
1395 Blair Lake Rd
Upper Nappan, NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Permitting & Inspections Administrative Assistant"

# Department of Development & Planning: Administrative Assistant

## Job Title
Administrative Assistant

## About the Role

The Administrative Assistant has a central role in the operations of the Municipality of the County of Cumberland's Development & Planning Department. This position supports the Department by providing clerical work, administrative support and handling a variety of routine tasks.

This position reports to the Permitting and Inspections Supervisor.

## Responsibilities and Duties

a. Provide direction, information and assistance to the general public on Development and Planning matters (i.e. zoning information, building permit applications, subdivision applications, civic addressing etc.) and guides applicants through the process.
b. Manages and maintains the Development and Planning Department paper and electronic records filing system.
c. Provides general administrative support to the Permitting and Inspection Services team.
d. Coordinates and tracks daily building inspection services
e. Prepares and submits monthly reports regarding building permit activity
f. Occasional requirement to fill in for other Administrative Assistants.
g. Handle money accurately and in accordance with established procedures.
h. Provide administrative support to the Director when required.
i. Perform other duties as assigned or required.

## Qualifications

a. A post-secondary degree or diploma from a recognized college or university in Office Administration, Business Administration or an equivalent combination of education and experience in a similar field.
b. Minimum of three years' experience as an Administrative Assistant or a similar position.
c. An equivalent combination of education, experience, and training that demonstrates the knowledge, skills, and abilities to perform the above-described duties will be considered.
d. WHMIS and First Aid required, or ability to obtain within 6 months of commencing employment.
e. Working knowledge of public administration and office procedures.
f. Excellent oral and written communication skills.

g. Strong interpersonal skills.
h. Experience with record keeping and document management.
i. Excellent attention to detail and accuracy.
j. Highly organized.
k. Professional demeanor and strong work ethic.
l. Experience working with Windows operating systems and Microsoft Office programs.

## Salary, Benefits 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.

| Job Level 3 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|---|---|---|---|---|---|
| | $47,840 | $49,660 | $51,480 | $53,300 | $55,120 | $56,940 |

This is a full-time position based at the Municipality's offices located in Upper Nappan.

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