



CITY OF BROOKS
EMPLOYMENT OPPORTUNITY
FULL TIME POSITION

Secretary – Engineering & Property Services (Half-Time Position)

The City of Brooks has an immediate opening for a Half-Time Secretary in the Engineering & Property Services Department. The Secretary provides assistance to and performs a wide variety of administrative duties for Development Services, Building Services, and Planning Services. The incumbent will be responsible for providing administrative support to the Director, Engineering & Property Services and the Manager, Development Services or others as required. The applicant will process building, development and sign permits, and will maintain a database and prepare monthly and annual department reports.

The applicant should have excellent customer service and communication skills; as well as knowledge of various computerized equipment, including a basic understanding of personal computers and related business software. The successful candidate will have an aptitude for understanding and executing oral and written instructions. The successful applicant must have completed the twelfth (12th) school grade, including a recognized post secondary two year business administration program, and two (2) to three (3) years of municipal experience, preferably in a planning and development department. The applicant should also have working knowledge of Land Use Bylaw, Municipal Government Act, and bylaw processes, permitting processes and economic development. The successful applicant must possess the necessary organizational and time management skills to meet strict deadlines while performing a wide variety of tasks. Applicants must be bondable.

The City of Brooks offers a competitive salary and benefit package. Please forward your resume including three work related references to:

Maria Zavala
Human Resource Officer
City of Brooks
201-1st Avenue West, Brooks AB T1R 0Z6
Bus: (403) 362-3333 Fax: (403) 501-0090
Email: mzavala@brooks.ca

This position will remain open until a suitable applicant is chosen. The City of Brooks thanks all applicants for their interest; however only those selected for an interview will be contacted.