

ADMINISTRATIVE ASSISTANT, PLANNING AND DEVELOPMENT

EXEMPT OR UNION: Union**SALARY LEVEL:** Band 11 (Under Review)**LOCATION:** Field Road**APPROVED BY:** GM, Planning and Dev.**DEPARTMENT:** Planning and Development**DIVISION:** Planning and Development**SUPERVISOR:** GM, Planning and Development**UPDATED:** August 2026*Replaces: Admin. Assistant, Planning &CD**Previous Version: September 2016*

SUMMARY Under the general direction of the General Manager, Planning and Development, coordinates and manages day to day administrative duties for the Planning and Development Department. This includes coordinating meetings, developing agendas, taking and distributing minutes, administering actions from Committee meetings and providing clerical support to the General Manager and other members of the Planning and Development Department.

KEY RESPONSIBILITIES *include the following:*

1. Engages with the Department management team, maintains a thorough understanding of daily departmental operations, priorities, and challenges, proactively supporting the efficient coordination and delivery of departmental services.
2. Screens incoming departmental correspondence, reports and documentation, routing such items as appropriate, and uses discretion to determine which items require the attention of other department staff, or responds on own initiative within broadly defined guidelines.
3. Handles sensitive, confidential information with strict discretion.
4. Reviews, develops, and implements enhancements to departmental administrative processes and procedures to support continuous improvement, operational excellence, and effective service delivery.
5. Supports staff of the department in the performance of their duties. Tasks may include researching information, drafting, formatting and proofreading reports and correspondence and maintaining related files and data.
6. Coordinates meetings, prepare and distribute agendas, record minutes and initiate follow-up action as required for a variety of Committees, and other departmental meetings as directed by the General Manager.
7. Establishes, implements, and maintains effective departmental record management, tracking, and documentation systems to ensure accuracy, accountability, and the timely retrieval of information.
8. Complies with, and promotes, safe work practices and procedures in order to effect a safe and healthy work environment.

TYPICAL ACTIVITIES *include:*

1. Assesses workload on a day-to-day basis to ensure priorities are addressed and deadlines met.
2. Prepares, formats, and proofreads departmental documents, including committee reports, in collaboration with staff, ensuring accuracy, consistency, and compliance with organizational

standards.

3. Coordinates all necessary arrangements for designated meetings, in accordance with the schedule determined by the Board, or at the direction of the General Manager.
4. Compiles agendas for Committees and other meetings as required and ensures circulation of agendas and supporting documentation occurs in accordance with SCRD Board and departmental standards.
5. Acts as recording secretary for Committees, Commissions and other meetings as required, accurately drafts minutes for review by the General Manager and distributes in an appropriate and timely manner, and initiates follow-up action in accordance with general guidelines.
6. Provides administrative support for procurement, contract management, and the coordination and maintenance of the Planning and Development Department calendar.
7. Oversees the department filing system to ensure all digital and hard copy files are stored and managed in accordance with SCRD policy and procedures.

QUALIFICATIONS, EDUCATION, AND EXPERIENCE

- Completion of Grade Twelve (12) or equivalent.
- Completion of a one (1) year post-secondary certificate such as Business Administration, Applied Business Technology, or Public Administration program (PADM), from a recognized institution.
- Minimum of three (3) years' recent related experience, preferably as an administrative assistant or similar role in a local government environment.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's License.

OTHER SKILLS/ABILITIES/INFORMATION

- Proficient in the full Microsoft Word 365 Suite, including SharePoint, Teams, Word, Excel, PowerPoint, and Outlook as well as Adobe Acrobat Standard or Pro, and ideally in eScribe.
- Typing speed minimum sixty (60) wpm.
- Ability to communicate effectively, orally and in writing, including ability to accurately draft, format and proofread documents, correspondence and a variety of reports.
- Proven ability to comprehend, synthesize and summarize discussions and recommendations in order to accurately record and draft minutes.
- Strong organizational skills and ability to work within deadlines, handle multiple tasks and successfully meet operational challenges.
- Ability to research, analyze and compile information from a variety of sources.
- Ability to communicate effectively and appropriately with staff, Board members and the public, maintaining a strong customer focus.
- Demonstrates a strong positive team attitude, a high degree of tact, diplomacy and discretion.
- The work schedule for this role will, at times, incorporate flexible work hours for recording evening meetings and for meeting peak workload demands.