



BOOKING CLERK

Parks, Recreation and Cultural Services

SPORTS ADMINISTRATION AND PROGRAMS

The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!

Community  Integrity  Respect  Innovation  Passion

***The closing date for this competition has been extended to Thursday, April 18, 2019.
New applications are welcome!***

Competition No: 2018-187

Reporting to the Supervisor – Sports & Outdoor Recreation, you will be responsible for clerical and typing work of some variety and complexity involving receiving, reviewing, coordinating and processing the booking requests from community and sports groups, special event coordinators, corporate clients and the public for a variety of City of Burnaby and School District facilities such as playing fields, parks and outdoor sport facilities. The work entails creating and completing allotment agreements; completing and issuing invoices and receipts; receiving remittances for rentals and damage deposits; updating maintenance records using the Facility Booking Module in CLASS; discussing customer needs and facility availability; arranging with parks, technical, custodial and other staff regarding the set-up of spaces; and recording and maintaining booking data. In addition, the Booking Clerk provides information and assistance regarding matters such as facility user fees, liability insurance and terms of rental contracts and receives complaints regarding facility use. Performs related work as required.

Qualifications include completion of Grade 12 including, or supplemented by, commercial and typing courses plus sound related experience; or an equivalent combination of training and experience. Considerable knowledge of related departmental policies, practices, rules and regulations and of the capacity and amenities and equipment available at the related facilities. Sound knowledge of modern office methods and procedures, including the clerical processes associated with the work, and of business English, spelling, arithmetic and punctuation. Sound knowledge of clerical and record keeping procedures, including those pertaining to receiving and processing cash and cheque remittances, and of the needs of various community and sports groups as they relate to the facilities booked. Working knowledge of the facilities and amenities available for rent. Ability to maintain effective working relationships and to deal courteously with a variety of community and sports groups, the public and internal contacts in supplying information and assistance; to process a variety of enquiries and complaints and to explain applicable practices, policies and procedures; to make decisions in accordance with applicable rules, regulations and policies; and to operate standard office appliances or equipment. Skill in the operation of the related computer systems such as MS Word, Excel and all aspects of the Facility Booking Module in CLASS and office computer applications.

SALARY: \$3,707 – 3,852 – 4,012 – 4,178 – 4,345/month (Pay Grade 14)
STATUS: Regular Full Time
SCHEDULE: 70 hours bi-weekly; Monday – Friday 8:00 AM – 4:45 PM; Nine-Day Fortnight
SPECIAL NOTES: Normal for CUPE 23 Inside Division Collective Agreement

Applicants under consideration will be required to consent to a Criminal Record Search.

Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview.

*Please contact Human Resources at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online.*

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

Reference: 50007328

Apply online at www.burnaby.ca/careers

City of Burnaby
Human Resources
4949 Canada Way
Burnaby BC V5G 1M2