



RECREATION CLERK 1

Parks, Recreation, and Cultural Services **EILEEN DAILY ADMINISTRATION**

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

Applications are invited for the following position as of Friday, October 15, 2021 and must be received by 4:45 PM on **Monday, October 25, 2021** quoting:

Competition No: 2021-270

This is public contact, clerical and typing work of some complexity in scheduling and processing applications for use of recreation or fine arts facilities and registrations for various recreation programs. An incumbent rents available facilities to groups and individuals, receives and processes registrations for programs, collects prescribed charges and fees and ensures that those booking facilities obtain required permits and meet eligibility requirements, and answers enquiries related thereto; provides liaison with and between groups and individuals using facilities as well as those registering for various programs, giving factual information, answering enquiries and handling complaints; maintains booking and registration schedules, records, records payment of fees and issues receipts, maintains various departmental files, prepares correspondence and reports and performs related typing and clerical work as required; operates cash register, other common office appliances or audio equipment; enforces rules and regulations regarding the proper use of facilities as required. Performs related work as required.

Qualifications include completion of the 12th School Grade including or supplemented by commercial and typing courses plus sound related experience; or an equivalent combination of training and experience. Sound knowledge of department facilities, programs, booking and registration procedures as applicable to the work; of clerical recordkeeping procedures, modern office methods, business English, spelling, arithmetic and punctuation; of cash register operation and cash handling procedures. Ability to compose routine correspondence and memorandum and arrange format for reports, tabulations, summaries and related material; to establish and maintain effective working relationships with internal contacts and to deal effectively and courteously with the public. Skill in the operation of the computer systems, equipment related to work and office computer applications.

SALARY: \$23.39 - 24.39 - 25.35 - 26.34 - 27.43/hour Pay Grade 12 (Pay Grade 13 2022)
STATUS: Regular Part Time
SCHEDULE: 56 hours bi-weekly (0.8 FTE); Monday to Thursday 2:00 PM to 10:00 PM
SPECIAL NOTES: Normal for CUPE 23 Inside Division Collective Agreement

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

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: 50002666

Apply online at www.burnaby.ca/careers

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