



FILMING CLERK

Temporary Full-Time

(from approx. August 8, 2022 to December 15, 2023)

Competition #: 22-U124

Website: tol.ca

Join a "Community of Communities" – the Township of Langley, home to approximately 150,000 residents, is committed to providing progressive business, housing, and recreational opportunities, while balancing its unique mix of urban growth and rural beauty. A truly fun and beautiful place to work, the Township of Langley offers competitive salaries, excellent benefit packages, municipal pension plan, employee wellness programs and opportunities for professional development and career growth.

The Township of Langley is currently recruiting for a temporary full-time **Filming Clerk** (from approx. August 8, 2022 to December 15, 2023) to join our team of professionals in the Corporate Administration Division, Filming Department. Reporting to the Senior Manager, Economic Investment and Development, in this unionized position you will process film applications and provide business support and related assistance for the Filming Department. This position will appeal to applicants who have the ability to multi-task a high volume of work and are committed to excellence in customer service.

Responsibilities:

- Receive, review and process filming applications and establish the terms/conditions of the permits in accordance with established filming guidelines
- Provide information and assistance to a variety of internal/external contacts on filming activities
- Assess the impact of filming in community neighbourhoods and recommend appropriate restrictions to supervising Filming Coordinator as necessary
- Liaise with industry contacts and residents on enquiries, complaints/concerns, and take authorized corrective action as required
- Populate data into tracking system and monitor film activities
- Collect, process and maintain records for filming applications, fees and permits
- Perform related work as required

Qualifications:

- Completion of Grade 12 supplemented by commercial courses, plus considerable related experience including public contact exposure; or an equivalent combination of training and experience
- Considerable knowledge of the procedures, rules, bylaws and guidelines governing filming
- Ability to make decisions in accordance with applicable bylaws and department policies
- Ability to assess the impact of filming and recommend changes to policies, practices and filming guidelines
- Ability to exercise initiative and communicate effectively with internal/external contacts and the public

In order to be considered for this position, candidates must have the following valid and current certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application. **Applications without the attached required documents below will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply:**

- BC Class 5 (full-privilege) Driver's License or equivalent driver's license for where you reside. You must include with your application a current **Personal Driving Record (select the 5 year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.

Applicants are advised that it is a condition of employment with the Township that a successful candidate provide proof that they are fully vaccinated against COVID-19. Note: proof is not required as part of the application process, however, will be required upon consideration for employment.

The CUPE rate of pay for this position is \$29.12 - \$34.27 per hour (5 steps, 2020 rates) plus 13% in lieu of benefits. The hours of work are Monday to Friday, 8:30am – 4:30pm.

If you wish to pursue this exciting opportunity in a growing community, please visit tol.ca/careers to apply.

Internal closing date for this competition: **July 6, 2022**

External closing date for this competition: **July 11, 2022**

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.