

Operations Coordinator (Relief)

Job Requisition	JR-2024-129 Operations Coordinator (Relief) (Open)
Job Family	CUPE
Start Date	2024-05-14
End Date	2024-05-29
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Operation-Services-Building/Operations-Coordinator--Relief-JR-2024-129
Description	Closing Date: May 29, 2024

Internal Closing Date: May 22, 2024

NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

37.68

Job Description

Reporting to the Manager, Operations Administration, this position provides a variety of administrative and support services to the Operations Division to assist in the successful delivery of operational services.

Duties Include:

- Assists senior divisional staff with administrative functions including research, project management, report preparation, and budgeting preparation and tracking.
- Completes background research for assigned projects and summarizes findings for review with senior divisional staff.
- Assists senior divisional staff with the development of scopes of work for contracts.
- Responds to inquiries and complaints received for the department, including acknowledgement of receipt, investigation, draft responses, and tracking of correspondence.
- Drafts and types reports, memos, and other correspondence and documents.
- Relays and takes messages, makes travel arrangements, sets up meetings and appointments, drafts agendas, takes and distributes meeting minutes and files as required.
- Acts as the divisional receptionist, answering telephone, counter/public inquiries and complaints related to and issuing requests for service.
- Determines service requirements and schedules inspections and service calls for Operations staff.
- Inputs and updates service requests for Division.
- Prepares daily, weekly, and monthly reports as required including operating and capital budget expenditure reports.
- Aids in the preparation of annual capital and operating budgets for the Operations Division.
- Oversees scheduling of training, educational clinics, and workshops for staff.
- Maintains action items tracking system for the Division.
- Provides back-up coverage for the Secretary I - Operations position.
- Coordinates requests for utility locates, WCB permits, and utility services related to the Division.
- Coordinates GIS updates for Operations Division installations.
- Assists with the Operation Services Asset Management program implementation and maintenance.

- Tracks of employee timesheets and checking timesheets for completeness.
- Processes accounts receivable billing, invoices, purchase orders, requisitions and direct awards.
- Assists with electronic records management system for the Division.
- Performs other related duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Successful completion of an office administration or secretarial certificate program.
- Minimum 5 year's related office experience including 2 years in a senior administrative assistant position.
- A combination of related education, training and experience may be considered.

Required Knowledge, Skills and Abilities:

- Thorough knowledge of business English, punctuation and grammar.
- Working knowledge of office procedures, functional terminology and departmental regulations.
- Demonstrated knowledge of underground infrastructure and associated appurtenances.
- Ability to transcribe material (including notes) with satisfactory speed and accuracy.
- Ability to exercise courtesy, tact, diplomacy and some persuasion in the exchange of non-routine information with other City employees, and the employees of private companies and members of the general public.
- Ability to communicate effectively orally and in writing.
- Demonstrated project management abilities.
- Proficiency in MS Excel, Word, PowerPoint, database, mapping, CityWorks and purchasing programs.
- Demonstrated knowledge of geographic areas of the city.
- Ability to search for information and compile data from files and other sources.
- Flexible and able to prioritize work in a fast-paced environment.
- Ability to work effectively with minimal supervision.

To Apply:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using one of the following methods:

- Online at www.vernon.ca/ by selecting "apply" and creating a candidate profile.
- By Fax: (250) 550-3551

Internal Applicants:

- Internal applicants are asked to apply using their worker profile.
- By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	Operation Services Building
Time Type	Part time
Locations	
Supervisory Organization	Operations Administration