



# BUILD A CITY. BUILD A FUTURE.

## CLERK 3 – COMMUNITY ENHANCEMENT

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

### SCOPE

Surrey Parks, Recreation & Culture is looking for an energetic and self-motivated Clerk 3 to join the Community Enhancement team. The position provides support and coordination to the Festival and Event Support Team (FEST) Committee, Policing and Neighborhood Enhancement Grant Committees, and administrative support to special projects of the Community Enhancement team.

### RESPONSIBILITIES

- Prepares agendas and sets operational meetings with internal and external stakeholders.
- Prepares monthly meetings for the Festival and Event Support Team (FEST) Committee to review the public safety of all event applications.
- Communicates with public through email and phone communications.
- Reviews, summarizes, and tracks all grant application submissions for Grant Committees.
- Files and keeps electronic records.
- Writes conditional letters, grant approval letters, tracks status of all events and grants, creates permits in the PRCMS facility booking system, and additional administrative duties as needed.
- Utilizes the Financial Management System to assist with project cost tracking & invoicing.
- Attends meetings and documents minutes and action items.
- Assists with contract administration.
- Exercises good judgment.

### QUALIFICATIONS

- Completion of grade 12, supplemented by several courses in office administration or other related courses.
- Minimum two years' experience in an office environment.
- Must have an accurate typing speed of 40 w.p.m.
- Knowledgeable with current office practices and PC office applications is an asset.
- The ability to communicate effectively orally and in writing is an asset.
- Considerable knowledge of business English, spelling, arithmetic, and independent judgment taken in performing the duties of the position is an asset.
- Has working knowledge of, PRCMS facility booking, Excel document management, and records retention is an asset.
- Good interpersonal and public relations skills is an asset.
- Demonstrates initiative, teamwork, communication and problem-solving skills and abilities.
- Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.

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## OTHER INFORMATION

Hourly Rate: \$30.12

Pay Steps	Hourly Rate
Step 1	\$30.12
Step 2 (6 months)	\$30.71
Step 3 (18 months)	\$31.53
Step 4 (30 months)	\$31.97

## APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 5959.

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