



*The “Natural Place to live, work, play and invest”, the City of Pitt Meadows is a picturesque community of just over 18,000 residents, boasting a small town atmosphere with all the urban amenities, beautiful outdoor environment and a great quality of life, located just one hour east of downtown Vancouver.*

## **BYLAW ADMINISTRATION CLERK (CUPE Part-time, Regular)**

The City of Pitt Meadows is recruiting a part-time Bylaw Administration Clerk to provide clerical and administrative support to our Bylaw Division. Reporting to the Manager of Building and Bylaw, this position receives and responds to bylaw inquiries from the public, advises on bylaw infractions, dispatches animal control calls, updates reports and databases, and provides general support to the Bylaw team. The successful candidate will also exercise some independent judgement and action, with work performance reviewed by a supervisor. If you are enthusiastic about providing high-quality service, driven by being proactive, and enjoy detail-oriented work then this is the opportunity for you.

Regular shifts are 4-hour days from Monday to Friday, 9:00am – 1:00pm. Shifts may vary based on operational needs.

### **Qualifications:**

- Completion of grade 12 including or supplemented by typing and commercial courses, plus sound related experience in municipal bylaws services and office administration, or an equivalent combination of training and experience.
- Experience working in a municipal environment will be considered an asset.
- Excellent customer service skills and ability to work effectively with the public, staff, and officials.
- Ability to effectively multi-task and prioritize.
- Strong attention to detail.
- Effective and clear communication skills.

### **What We Offer:**

- CUPE Pay Grade 14, Step 1 - \$28.23/hr plus 10% in lieu
- Professional development.
- Free gym membership.
- Free employee parking.
- An excellent opportunity to join a team dedicated to creating a vibrant, sustainable, complete, and livable community!

To apply and view a complete job description visit our [website](#).

*Closing date: Monday, August 5<sup>th</sup>, 2024 at 11:59pm*

Qualified applicants are encouraged to apply immediately, as shortlisting may be conducted during the posting period.

The City of Pitt Meadows is an equal opportunity employer and welcomes applications from all qualified individuals. We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

We support a diverse workforce and encourage inclusion in the workplace. We welcome applications from people from all backgrounds. If you are an applicant with a disability that requires a reasonable accommodation during the recruitment process, you can contact our accessibility representative at [HR@pittmeadows.ca](mailto:HR@pittmeadows.ca). Our inclusion, diversity, equity and accessibility strategy is on our website with more information: [\*\*Equity, Diversity and Inclusion | City of Pitt Meadows\*\*](#)