



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

ADMINISTRATIVE SECRETARY, FINANCE

We are looking for a dynamic, motivated and highly organized person who will provide administrative support including the handling of sensitive, confidential and complex administrative duties to the Finance Executive offices. The successful application will support the daily operational needs of the General Manager of Finance Department. This position is fast paced, requiring a dedication to accuracy, along with making quick and effective decisions.

Duties & Responsibilities

- Manages all workflow through the General Manager and coordinates workflow among the department managers
- Anticipates needs in the department and for the General Manager by connecting and making sense of diverse information arising from multiple sources
- Prioritizes and coordinates the General Manager's schedule
- Coordinates meetings and timelines between the General Manager and their direct reports and/or stakeholders
- Receive and organize communications including telephone calls, mail and email messages, and use independent judgment to determine items requiring priority attention
- Provide excellent and timely customer service to both external and internal customers, via telephone, e-mail, website and in-person
- Maintains and oversees department Council reports, addressing concerns and problem-solving with appropriate staff, prior to General Manager review and approval
- Coordinates and attends meetings, including creation and distribution of accurate and timely agendas and minutes, presentation material preparation, arranging meeting logistics, taking minutes and completing follow-up actions
- Manage the Department filing system, which consists of historic paper records and electronic records, to ensure consistent retention and efficient record management
- Researches, prepares and processes clear concise detailed briefing material, reports and letters for the General Manager, elected officials and others as required
- Work with the General Manager to develop and manage the business plan and operating budget for the General Manager's office
- Manages special projects and/or participates in various corporate initiatives as required by the General Manager
- Anticipate, identify and manage emerging issues and challenges
- Independently and appropriately direct internal/public requests for departmental service
- Maintain electronic tracking and records of invitations and customer complaints and inquiries
- Provide ongoing administrative support for the General Manager and Directors
- Other related duties as required

Qualifications

The ideal candidate will have the following:

- A minimum of five (5) years of progressive high level office experience plus post-secondary certificate in Business Administration or an equivalent combination of education and experience will be considered
- Proficiency in MS Office suite (Outlook, Word, Excel, PowerPoint, Visio and Publisher)
- Municipal experience and/or Local Government Management courses are an asset
- Ability to anticipate needs and take initiative
- Experience handling senior levels of government, business, residents and local associations and related issues.
- An ability to maintain a high degree of ethics, discretion and confidentiality; exercising tact, courtesy and diplomacy in handling sensitive issues
- Strong organizational, interpersonal and communication (both written and oral) skills are essential
- Strong relationship building skills, with a focus on achieving both departmental and City goals and objectives
- Self-motivated to meet deadlines with the ability to manage changing priorities
- Valid Class 5 BC Driver's Licence

This position works on location at City Hall. The City of Delta provides a competitive salary of \$65,448 - \$78,048 (commensurate with experience); and an excellent benefits package including Municipal Pension Plan as well as an earned-days-off system. Interested applicants are requested to apply online at www.delta.ca/employment, to competition number **#24-200 EX** by **September 10, 2024**.

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity and fostering an inclusive workplace where our individual differences are recognized, valued and celebrated

We thank all applicants for their interest; only those under consideration will be contacted.

Copies of relevant professional certificates, degrees, or tickets must be submitted with your application.

Preferred candidates will be required to submit a Police Information Check.