

# BUILD A CITY. BUILD A FUTURE.



## Administrative Coordinator – Parks, Recreation & Culture

*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

Reporting to the General Manager, Parks, Recreation, & Culture, the Administrative Coordinator is a key role responsible for a wide range of complex and confidential administrative duties within a dynamic and challenging work environment.

### EMPLOYMENT STATUS

Exempt – Term (6 months)

### RESPONSIBILITIES

The Administrative Coordinator supports the General Manager, Parks, Recreation, & Culture, and the Departmental Leadership Team, through a variety of highly sensitive and confidential administrative duties including:

- Providing leadership to an Administrative Coordinator 2
- Managing calendars and files for the General Manager and Departmental Leadership Team.
- Assisting with the preparation of corporate reports, documents, meeting agendas and minutes, ensuring accuracy before distributing to internal and external clients.
- Coordinating correspondence, reports and meeting agendas for committees including the Parks, Recreation & Sport Tourism Committee and Arts & Culture Advisory Committee.
- Coordinating responses to Freedom of Information (FOI) requests.
- Responding on behalf of the Department to members of the public regarding Parks, Recreation & Culture matters.
- Maintaining effective relationships with the public, community organizations, Council, City staff and government agencies; and responding to inquiries as required.
- Working closely and collaboratively with Administrative Coordinators and Clerks within Parks, Recreation & Culture and all other departments.
- Being a primary contact for the Parks, Recreation & Culture Department in relation to the City Manager's Office, other General Managers, Mayor and Council, and their respective offices.
- Managing, maintaining and following up on Parks, Recreation & Culture related inquiries from Mayor and Council and their respective offices, and from members of the public.
- Assisting with the tracking and delivery of various corporate and departmental strategic initiatives, and ensuring collaboration among Senior Managers on delivery of these initiatives.
- Demonstrating extreme tact and discretion in handling restricted and highly confidential information while working with internal departments such as HR and Finance on coordinating recruitment processes and budgets.

### QUALIFICATIONS

As the successful candidate you will:

- High school graduation supplemented by a relevant post-secondary 2-year diploma and more than 5 years related work experience. An equivalent combination of education and experience may be considered.
- Ability to interact professionally and diplomatically with people at all levels of an organization and with multiple external stakeholders.
- Ability to complete work with a high level of accuracy and attention to detail with excellent verbal and written communication skills.

- Demonstrated knowledge of file management and record keeping best practices.
- Demonstrate good knowledge of Microsoft Word, Excel, Project Management Software and PowerPoint
- Have strong attention to detail, highly developed organizational and administrative skills and excellent verbal and written communication skills
- Must have the ability to work independently and be able to exercise sound judgment in a high volume workplace
- Experience in public relations is an asset

## **OTHER INFORMATION**

A3 \$78,716 - \$92,607 per year

## **APPLY**

If you are interested in this opportunity, please apply at [www.surrey.ca/careers](http://www.surrey.ca/careers) Job ID 6262