



... 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.

Clerk, Parks and Recreation

The City of Delta is seeking a highly motivated, organized, and detail-oriented individual for the position of Clerk, Parks and Recreation. This role involves clerical, typing, receptionist, elementary accounting, and cashiering duties, with some supervisory responsibilities. As a Clerk in our Parks, Recreation and Culture department, you will support the day-to-day operations of our Arena, Aquatic Centre, and Parks and Recreation facilities, providing excellent customer service while ensuring smooth administrative operations.

Key Responsibilities

- Handle cash receipts, payments, invoices, and reconcile accounts.
- Manage registrations, bookings, and collect damage deposits for Parks & Recreation programs and facilities.
- Assist the public via phone and in-person, addressing inquiries and complaints.
- Plan, assign, supervise, and train one or more clerical and cashiering subordinates.
- Perform administrative duties such as scheduling, ordering supplies, and maintaining records.

Qualifications

- Completion of Grade 12, supplemented by commercial courses (including accounting).
- Sound experience in clerical, accounting, or customer service roles within a municipal or recreational setting.
- Ability to exercise initiative, make decisions, and work independently while adhering to established guidelines.
- A valid Class 5 Driver's Licence for the Province of BC.

The City of Delta provides a competitive salary of \$29.20 - \$34.30 per hour (commensurate with experience) and a benefits package including Municipal Pension Plan. Interested applicants are requested to apply online at www.delta.ca/employment, to competition #25-93 EX by **April 23, 2025**.

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.