

Administrative Assistant - Information Services (Exempt)

Job Requisition	JR-2025-78 Administrative Assistant - Information Services (Exempt) (Open)
Job Family	Exempt
Start Date	2025-04-09
End Date	2025-05-09
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Community-Services-Building/Administrative-Assistant---Information-Services--Exempt-_JR-2025-78
Description	

Application Closing Date:

May 9, 2025

NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

\$65,379.89 - \$76,917.51

JOB DESCRIPTION UNDER REVIEW

Reporting to the Manager, Information Services, the Administrative Assistant plays a central role in coordinating daily departmental operations, requiring a blend of clerical expertise and technical aptitude. This role also supports internal customers by deploying and troubleshooting mobile devices, and assists with researching technical products. The role handles sensitive information with utmost confidentiality and streamlines administrative processes to enhance overall efficiency.

Duties Include:

- Performs clerical and administrative duties related to the daily operations of the department.
- Acts as the primary resource for mobile device technical support and deployment.
- Organizes communication channels for the department and coordinates calendar schedules to support management.
- Operates the audio-visual system in Council Chambers during public and highly confidential meetings.
- Assists in the preparation of departmental budgets and provides budgetary reports to management.
- Administers, maintains, and reviews departmental billings, requisitions, contracts, and purchases, liaising with vendors and service providers to ensure timely delivery of products and services.
- Collects and analyzes highly confidential data for the purpose of preliminary investigations and processes sensitive information as directed by management, maintaining the highest level of confidentiality and integrity.
- Provides internal staff training, documentation, and support for departmental project execution.
- Assists with providing basic desktop support for internal staff.
- Tracks inventory for billing and ensures minimum stocking levels are maintained.
- Performs other related duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Completion post-secondary certification in a recognized secretarial and/or office administration program.
- Minimum of 3 years of experience in an administrative or executive assistant role with preference given to those with municipal experience.
- Minimum 1 year of experience in a technical role focused on mobile device management and support.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Advanced proficiency with mobile devices, computers, software, and general office equipment.
- Knowledge of general office practices and procedures.
- Strong proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.
- Well-organized and able to work effectively with minimal guidance and supervision.
- Ability to exercise mature judgement regarding confidential and sensitive information.
- Strong analytical and reporting abilities.
- Exceptional communication, attention to detail, and interpersonal skills.
- Ability to prioritize work in a fast-paced environment, working to deadlines.

Preferred Education and Experience:

- A+ certification supplemented by course work in Microsoft Office products or a combination of experience in a computer technical field.
- Experience making technology-related purchases.
- Experience deploying and troubleshooting mobile devices.
- Experience in municipal government
- Education in Local Government Courses

To Apply:

Please submit your resume, quoting the appropriate competition online at vernon.ca/careers by selecting "apply" and creating a candidate profile. Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	Community Services Building
Time Type	Full time
Locations	
Supervisory Organization	Information Services