



Development Control Assistant

The **Municipality of Kings** is one of the fastest growing regions in Nova Scotia and has a diverse blend of urban and rural communities that offers a wonderful quality of life to its residents. Community Development has an opening on their team that requires a customer focused professional to act as a liaison between the public and Community Development and provide back-up support to Customer Service as part of Single Point of Service. If you have superior customer service / communication skills, exceptional organizational abilities and thrive in a fast past environment, we want to hear from you!

Reporting to the Manager of Building & Enforcement Services, the successful candidate will:

- Act as the liaison between the public and Building & Enforcement Services;
- Maintain a filing system, arrange meetings and events, word processing and spreadsheet development, manage calendars and e-mail, prepare drafts and reports;
- Respond to public inquiries from surveyors, contractors, lawyers, real estate, property owners, etc;
- Schedule building and fire inspections and act as the central hub for all incoming calls and the walk in clients;
- Receive / process permit applications;
- Take minutes for committees, prepare action lists, be able to perform all office administration duties;
- Process invoices, create purchase orders, record employee clothing and fitness allotment balances;
- Back-up support to Customer Service Representatives;
- Primary administrative support to Development Officer's;
- Provide administrative support (file management, letter correspondence, reports, etc); and
- Provide administrative support for civic numbering and By-law Enforcement Officer

Minimum Qualifications for the position:

- Diploma in Planning, Office Administration, or equivalent education;
- Exceptional customer service skills;
- Strong written and communication skills;
- Superior organizational skills and ability to work well in a team environment;
- Civic numbering experience is considered an asset;
- Knowledge of development services (Percks) program considered an asset;
- Knowledge of Customer Service (e.g. iCity) programs considered an asset;
- Basic map reading and plan reading required; and
- Strong Knowledge of computer applications within a Windows environment with an emphasis on Microsoft Word and Excel.

The full-time unionized position is governed in accordance with the Collective Agreement between MoK and CUPE, Local 2618-01. Hours of work are Monday through Friday 8:30 AM to 4:30 PM (35 Hours per week). Compensation includes a competitive salary (Level 4 of Unionized Scale: \$40,287 to \$46,229), benefits plan, and pension (8% Employer / 8% Employee Match).

Please submit your application by **4:30 PM Wednesday, July 11, 2018**. Please merge your cover letter and resume into one document.

To Apply:

- **Please demonstrate in your application** how you meet the above qualifications.
- **To apply for this position online**, click [here](#) and you will be redirected to Careerbeacon.
- **Benefits of applying online** - The system will allow us to send an immediate confirmation email that your application has been received and we will notify you the status of your application once applicants have been shortlisted.
- **Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment. Checks may include one or all of the following checks: Reference / Employment Verification, Criminal Background, and Education.**

**The Municipality of the County of Kings is committed to building and fostering an inclusive and welcoming workplace.
We are an equal opportunity employer.**