

Recreation Clerk

Administrative Level 3

Parks & Recreation Services

Competition # 65

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

Position Conditions: This is a full-time, permanent position of 40 hours per week, and it will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

Rate of Pay: \$21.46 - \$24.69 per hour (2023 Rates)

Closing Date: 11:59pm on March 11, 2025

This competition will include testing and an interview.

PURPOSE OF POSITION

This position is responsible for performing clerical duties for the Recreation section. This position will be primarily located at the Recreation Office located at the A.R. McDiarmid Complex, however the location may vary at times to support other sections with Parks and Recreation Services. General knowledge of systems used within the organization will be required.

TYPICAL DUTIES AND RESPONSIBILITIES

- Provides general administration services for Recreation department management and employees;
- Performs receptionist and customer service duties;
- Establishes work priorities and ensures deadlines are met and procedures are followed;
- Manages customer and employee enquiries and complaints in a courteous and expedient manner, seeks out information and provides response/solutions;
- Works comfortably with software programs to manage pertinent information;
- Generates accounts receivables, and processes payroll & accounts payables, including receiving payments when required;
- Manages float and incoming monies when required, including detailed record keeping and monthly reconciliation reports;
- Performs data entry as required;
- Compiles and researches information upon request;
- Assists other administration team members by coordinating meetings, training opportunities, special projects and other functions as required. This may include registration, reservation of venues, transportation, etc.;
- Assists in preparation of budgets and monthly budget review, including compiling invoices and other related information;
- Adapts to different work environments quickly and efficiently;
- Ensure efficient office systems are in place, including ordering materials, and filing correspondence;

- Prepares payroll, sick and annual leave reports, GOG's, SOP's, Procedures, reports minutes required by departments;
- Performs site specific clerical and customer service duties at primarily A.R. McDiarmid Civic Complex and other Parks & Recreation Services office if needed.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., or Mature High School Diploma;
- Two (2) years' experience in an administrative field to have demonstrated competence in related tasks;
- Proficient use of computer equipment, operating systems, word processing and email (Outlook, Word, Excel).

PREFERRED QUALIFICATIONS & EXPERIENCE

- Post-secondary certification in office or business administration;
- Related experience in a municipal and /or recreation setting;
- Knowledge and experience in Xplor (Perfect Mind) registration software.

WORK CONDITIONS

The Recreation Clerical Administrative position works independently and as part of a team providing support to a variety of people.

- Work in a shared and consultative manner with other employees (daily);
- Wide variety of tasks requiring the ability to manage multiple unrelated projects and make independent decisions (daily);
- Self-motivated and quality driven to perform independent projects (daily);
- Responsible to the Sales and Marketing Coordinator or designate.

Please contact HR@brandon.ca for a complete job description

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!