

## **Administrative – Level 3**

### **911/Finance - Corporate Services**

#### **(Up to a 12-month term)**

#### **Competition #121**

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

**Position Conditions:** This is a full-time, term position (36.25 hours per week). Should the incumbent not return to this position, this term may become permanent. This position will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

**NOTE:** Successful Applicant must pass a Police Criminal Record Check

**Rate of Pay:** \$22.55 - \$25.94 per hour - 2025 rates.

**Closing date:** 11:59pm, July 9, 2025.

This competition will include testing and an interview.

#### **PURPOSE OF POSITION**

This position is responsible for handling enquiries, directing customers to the appropriate department and providing support services to Emergency Communication and the Finance department. The incumbent is part of a strategic team working to ensure excellent customer service is provided to both internal and external customers.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

##### **911**

- Manages all public enquiries made in a courteous and expedient manner on a wide variety of topics and acts as a resource person to the public for information regarding emergency communication services;
- Maintain records and documentation for the Brandon Public-Safety Communication Centre (BPCC), such as emergency service contact lists and department/municipality/agency contracts and contact information
- Maintain and update department procedures such as General Operating Guidelines, running order updates, vendor tickets, and fire/police handbooks;
- Maintain user information in department and City software systems;
- Process yearly service agreement invoicing and weekly payables;
- Process recording requests and the collection of associated fees;
- Schedule test calls and speed enforcement events, while documenting their associated centre calendar entries;
- Ordering department supplies;
- Maintains staff holiday schedule;
- Manages meetings and logistics such as room booking, equipment requests, agenda creation, and minute taking/distribution;
- Assists with response area mapping boundary updates and key performance metric reporting;
- Assists with special events such as Christmas communication and telecommunicator week.
- Runs daily/monthly reports and reconciles receipts;
- Completes data entry for the department as required;
- Participates on special projects such as provincial mapping, fire procedure update, user certificate maintenance, contact list update, and GOG update.

## **FINANCE**

- Receives payments from customers, mail and electronically;
- Codes receipts to appropriate Sub-ledger, Cost Centre and General Ledger accounts;
- Issues receipts for funds received;
- Responsible for accurate data entry and transactional processing;
- Answers enquiries about accounts such as property taxes, accounts receivable and water; resolves matters whenever possible, referring more complex enquiries to appropriate staff;
- Processes Weekly payables;
- Assists with outgoing mailings;
- Assists other Clerical staff with duties as assigned or required;
- Performs other duties as assigned or required.

## **MANDATORY QUALIFICATIONS & EXPERIENCE**

- Grade 12, G.E.D., or Mature High School Diploma

## **PREFERRED QUALIFICATIONS & EXPERIENCE**

- Post secondary Office or Business Administration education;
- Minimum of three (3) years of office experience or equivalent combination of education and experience to demonstrate ability to perform duties;
- Computer experience;
- Demonstrates competence and accuracy when performing arithmetical calculations and cash transactions;
- Sufficient customer services experience to have demonstrated competence in related tasks.

## **WORK CONDITIONS**

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

- Wide variety of tasks requiring ability to manage multiple requests and make independent decisions (daily);
- Self-motivated and quality driven to perform independent projects (daily);
- Work in an isolated environment with limited immediate support (occasionally);
- Work in a cooperative manner with other employees (daily);
- Hours of work will be 8:30 am – 4:30 pm;
- Responsible to the Director of Emergency Communications or designate.

Please contact [hr@brandon.ca](mailto: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!*