

## **Transportation Clerk – Administrative Level 5**

### **Transportation Services**

#### **Competition #135**

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. This position will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69. First consideration will be given to current City of Brandon CUPE employees. The City of Brandon reserves the right to underfill this position

**Rate of Pay:** \$28.02 - \$29.18 per hour (2025 Rate)

**Closing Date:** 11:59pm on August 9, 2025.

This competition will include testing and an interview.

#### **PURPOSE OF POSITION**

This position is responsible for planning and providing administrative and clerical duties to the Transportation Services department, including public and employee inquiries and concerns. Transportation Services includes the Brandon Municipal Airport, Fleet Services and Brandon Transit.

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

- Provide general administration services for Transportation management and employees;
- Establish work priorities and ensure deadlines are met and procedures are followed;
- Manages all customer and employee enquiries and complaints in a courteous and expedient manner and seeks out information and provides response/solutions;
- Works comfortably with all corporate and departmental software programs;
- Performs duties of other clerical staff within Transportation, including coverage at the Transit Information Centre downtown as required;
- Manages monthly accounts, generates accounts receivables, processes accounts payables including reconciling accounts to ensure accuracy;
- Liaison for all sales outlets;
- Key contact for customer accounts related to billing;
- Completes weekly, monthly and annual documents and reports;
- Manages SMART media, including all record keeping and maintaining regular contact with agencies;
- Manage float and incoming monies related to Transit fare media, including detailed record keeping and monthly reconciliation to reports;
- Participates in departmental administrative decision making as well as office policies and procedures;
- Acts as primary point of contact for Transportation Services for internal and external departments, including media and sales persons;
- Responsible for advertising for the Transportation section, including service changes, brochures, newsletters and other section promotional opportunities.
- Manages the Airport and Transit section webpage;

- Assist the Operations team members by coordinating meetings, training opportunities, special projects and other functions as required. This may include registration, reservation of venues, transportation, etc.;
- Assist in budget planning and review;
- Ensure efficient office systems are in place, including ordering of materials, filing of correspondence for office and Transportation Management team.
- Maintains evaluation systems to ensure efficient and prudent use of resources and supports appropriate personnel;
- Responsible for tracking and maintaining records on tenders, leases and funding proposals.
- Airport regulatory administrative support (scheduling QA audits and corrective action plans);
- Schedule the activities and manage the filing of tasks on the Airport Regulatory Task Calendar;
- Airport property administration; including tracking and invoicing of leases;
- Coordination of Airport landing fees and registrations.

**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., C.A.E.C., or Mature High School Diploma;
- Graduate of a recognized post-secondary institution in Business or relevant field;
- Minimum two (2) years of clerical experience in a computerized office setting;
- Must be proficient in:
  - Microsoft Office Suite (Word, Excel, Outlook) (Intermediate level);
  - Investigative, analytical and evaluative skills;
  - Mathematical computations;
  - Written communication;
  - Customer service.

### **PREFERRED QUALIFICATIONS & EXPERIENCE**

- Experience using public relations skills.

### **WORK CONDITIONS**

The Transportation Clerk 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 Manager of Transit 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!*