

# DAWSON CITY, YUKON

## PUBLIC WORKS ADMINISTRATIVE OFFICER

### Term Position

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The City of Dawson is seeking applications for a TERM Public Works Administrative Officer. Reporting to the Public Works Superintendent, the Administrative Officer is responsible for coordinating office functions within the Public Works department, providing clerical and administrative support services to the Superintendent, Project Manager and Public Works team.

This term position commences March, 2021 and terminates October, 2022.

**If this position interests you, please submit your resume and cover letter clearly demonstrating the qualifications outlined below, as selection for further consideration will be based solely on the information you provide.**

#### **Knowledge & Skills:**

- Post-secondary education in Office or Business Administration or a related field
- At least 5 years experience working at a senior administrative level
- Knowledge of office administration practices and principles used in an infrastructural maintenance setting
- Computer skills in word-processing, spreadsheets, data entry, and database management and proficiency in Microsoft Office Suite
- Understanding of budget process and accounting proficiency
- Excellent communication skills, both oral and written
- Excellent organizational and time management skills
- Ability to deal tactfully and respectfully with all staff and the public
- Ability to work with minimal supervision
- Ability to work effectively as part of a team
- Ability to work flexible hours
- Ability to maintain confidentiality
- Class 5 Driver's Licence;
- Standard First Aid Certificate

A job description is available upon request.

#### **Closing Date:**

A current resume and cover letter must be received at the City of Dawson Administration Building by **2:00 pm on Monday, March 1, 2021**. Applications to this position may be submitted by mail or email to the following:

**Amanda King, Human Resources**

PO Box 308

Dawson City, Yukon Y0B 1G0

hro@cityofdawson.ca

#### **Salary & Benefits:**

This is a Union position, salary and benefits shall be in accordance with the Collective Agreement. The position is classified as level 3 with a salary range of \$58,084 – \$69,699 plus benefits.

**In accordance with the Collective Agreement, internal candidates will be given first consideration.  
We thank all applicants, but only those selected for further consideration will be contacted.**

To learn more about our community and what we have to offer please visit our website at [www.cityofdawson.ca](http://www.cityofdawson.ca)