



TOWN OF SIDNEY

Development & Administrative Coordinator

In the Development Services & Engineering Departments, this position is responsible for higher-level administrative duties and coordinating the support duties of two Administrative staff. This position requires advance knowledge of computerized municipal database systems, exceptional clerical skills and sound knowledge of processes relating to municipal planning, business licensing, bylaw enforcement, building inspections and engineering. A detailed job description is available at www.sidney.ca. Previous municipal experience is preferred. This is a regular, full-time Union position; \$29.86-\$32.47/hr plus comprehensive benefits package.

Submit resumes, with cover letter to: Town of Sidney, 2440 Sidney Avenue, Sidney, BC, V8L 1Y7 Fax: 250-656-7056 or email: careers@sidney.ca **by 4:00pm, Friday, January 19, 2018.**

Thank you for your interest, however only those invited for an interview will be contacted.