



**VILLAGE OF NAKUSP
JOB POSTING
DEVELOPMENT TECHNICIAN
Temporary
(1 Position Available)**

The Village of Nakusp has a temporary employment opportunity for a Development Technician. This position is to cover the current leave of the incumbent Public Works Administrative Assistant. The successful candidate is expected to work full-time (35 hours) for a month or longer and transition to three days a week for an undetermined amount of time. The successful candidate will report to the Director of Operations and the Chief Administrative Officer (CAO).

The successful candidate must demonstrate experience that includes administrative work on capital projects, purchasing, the ability to research technical specifications, and an understanding of civil works. A technical background will be an asset. The ideal successful candidate will also understand general planning and development concepts. Further, combining planning concepts with integrating civil works (such as sewer and water) is advantageous. Understanding bylaws and technical specifications and effectively communicating with others is required.

MINIMUM REQUIREMENTS

1. High School graduation or equivalent;
2. Post-secondary training in Office Administration or Municipal Governance and Administration or equivalent;
3. Ability to deal with the public in a courteous, quick and efficient manner;
4. Knowledge of Microsoft suite programs, website maintenance, and other web-based programs.

Preference will be given to candidates who possess the following:

- The successful applicant must be comfortable with technology;
- Be a team player;
- Possess keen analytical and interpersonal skills;
- Experience with VADIM software is an asset.

A Criminal Record Check will be required. A more detailed job description is available [here](#).

As a condition of employment, the successful applicant shall be required to maintain membership in CUPE Local 2450.

RATE OF PAY

\$32.10 per hour. Payment in lieu of benefits, vacation and sick time is provided.

Please forward your resume to the Village of Nakusp – Box 280, Nakusp, BC, V0G 1R0. E-mail cao@nakusp.com

The Village thanks all who apply; however, only those chosen for interviews will be contacted.
