



## DEVELOPMENT SERVICES CLERK

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

### What We Offer:

Improved vacation package, 3 weeks prorated in 1st year/4 weeks vacation at 2 years, competitive salaries, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities.

### Summarized Position Responsibilities:

The Development Services Clerk provides a broad range of administrative and clerical support to ensure the efficient operation of departmental services, programs, and activities. Key responsibilities include delivering excellent customer service by responding to public inquiries related to building, planning, and licensing, as well as receiving and ensuring the completeness of applications, with a focus on supporting the day-to-day processing of the Building Permits. This position is responsible for coordinating inspection bookings, accepting applications, and implementing and maintaining related processes.

The person in this role will create, update, and retrieve information, generate reports, and respond to information requests under tight deadlines. They will also prepare a variety of professional documents, coordinate meetings, including organizing logistics and taking minutes. The Clerk will also handle departmental financial tasks such as fee collection, purchasing, and assisting with budgeting processes. Additional duties include managing staff calendars, coordinating training, updating the municipal website, preparing advertising, interpreting maps, and using various office technologies. This role contributes to cross-departmental projects, supports onboarding, and ensures compliance with occupational health and safety regulations.

### Our Ideal Candidate:

- Grade 12 education, plus administrative training/courses at a recognized post-secondary institution, or an equivalent combination of education and experience
- 1 - 2 years related experience
- Valid Class 5 BC Driver's License
- Produce business correspondence with an ability to proofread for grammar, spelling, and punctuation with a high degree of accuracy
- Computer skills in Microsoft Office
- Must work independently and be able to handle a multitude of priorities
- Detail orientated with strong organizational skills
- Strong customer service and interpersonal communication skills – both verbal and written
- Knowledge and comprehension of the department's operation, services, programs and activities and of outside agencies as necessary to assume assigned responsibilities
- Ability to exercise discretion and confidentiality

**Applications are accepted online at [westkelownacity.ca/jobs](https://westkelownacity.ca/jobs).** We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

**Competition No. 25-61E | Opens July 18, 2025 | Closes August 8, 2025**

**Full Time – Permanent | 35 hrs/wk | \$33.03/hr**

**Benefits | Municipal Pension Plan | Earned Time Off Program | 4 weeks vac at 2 years**