

Appendix D Position Advertisements

Sample One

Advertisement

The _____ Community Council is accepting applications (available at the council office) for an assistant community administrative officer who will be responsible for: *[Note: The following points should come from the job description]*

- dealing with public requests for information
- co-ordinating and assisting in the preparation of the community budget, bylaws and project proposals
- review programs and prepare recommendations
- provide the agenda for and attend all council meetings, arrange attendances, advise on running the meeting, keep minutes and present financial statements and outstanding bills
- maintain all financial and correspondence records
- reconcile all ledgers and produce a monthly report
- other related duties as assigned

The successful applicant should have high school education and accounting experience or an acceptable combination of education and related experience. Other qualifications would be knowledge of accounting software and computers, strong communication skills and administrative procedures.

The starting salary will be in the \$ _____ range, depending on qualifications.

Please send your application to the council office prior to _____ 20__.

Attention:
Community Administrative Officer
Address
Contact Info

We thank all who apply and advise that only those selected for further consideration will be contacted.

Sample Two

Advertisement

The Green Meadows Community Council requires the services of a public works employee for the protection and operation of its public works facilities.

[Note: The following two paragraphs should come from the job description]

The public works employee will be responsible for caretaking in all the buildings and small carpentry repairs as required. Pick up, dispose and maintain garbage at a community waste site. Maintain the water supply system to assure its continual operation in providing a safe community water supply.

The successful applicant should have carpentry and mechanical skills, hold a valid Manitoba driver's licence and have experience working with water systems.

The starting salary for this position will be \$_____ per hour with a review annually.

The Green Meadows Community Council provides a benefit package, which includes a pension plan and life insurance.

Applications may be picked up at the Green Meadows Community Council office. Deadline for applications to be received at the council office is _____ 20 __ .

Council reserves the right to repost for this position where no qualified applications are received.

Attention:
Community Administrative Officer
Address
Contact Info

We thank all who apply and advise that only those selected for further consideration will be contacted.

Sample Three

Advertisement

Position Title: Community Safety Officer **Position Closing Date:** _____

Community: _____ **Supervisor:** _____

Hours per Week: 40 hours

Wage Scale: \$17.86 - \$20.70

Summary:

We are currently looking for a trustworthy, responsible and hardworking individual to fill the role of community safety officer. This role will be responsible for delivering the communities crime prevention program; connecting people in need with appropriate social services; maintaining a public presence in the community; working with the RCMP to enhance public safety; and allowing the RCMP to focus their resources on their mandate.

We are looking for an individual who can demonstrate strong personal characteristics such as honesty, integrity and trustworthiness; be able to work as a member of a team and get along well with others, including those of different cultural, gender and nationalities; possess good interpersonal skills and demonstrate acceptable public relations skills in dealing with the public; be able to work alone with minimum supervision; demonstrate decision making skills and work well under pressure and strict time lines.

Qualifications: (documentation will be required to fulfill each qualification)

- eighteen years of age or older and a Canadian citizen or a permanent resident
- valid Class 5 Manitoba driver's licence
- standard first aid/CPR certification
- meet the minimum physical, vision and hearing requirements and successful completion of a vision test
- medical note clearing individual to perform job duties
- criminal record check and child abuse registry check

Ability to Obtain:

Upon conditional hire, the community safety officer will be required to attend a training program and upon successful completion have the ability to obtain baton and OC spray certification.

The competition will be comprised of a testing process, which includes but is not limited to: written test, physical test and security screening. Offers of employment will be conditional upon successful completion and passing of the established training program.

We thank all who apply and advise that only those selected for further consideration will be contacted.