



Position Title: Administrative Assistant

Department(s): Assist the Chief Administrative Officer and the Clerks Department as well as the Fire Department, the Parks, Recreation and Facilities Department and the Public Works Department.

Reports To: Chief Administrative Officer/Clerk

Status: Full Time Permanent

This job description is: New Revised X

Job Summary:

Reporting to the Chief Administrative Officer/Clerk, with primary duties assigned to assist the Chief Administrative Officer and the Clerks Department as well as the Fire Department, the Parks, Recreation and Facilities Department and the Public Works Department.

The Administrative Assistant is responsible for providing administrative support as required.

This position is full-time permanent.

Duties and Key Responsibilities:

Provides administrative support to the Chief Administrative Officer and the Clerks Department as well as the Fire Department, the Parks, Recreation and Facilities Department and the Public Works Department.

Receive and respond to complaints, inquiries and requests for information. Deal with all contacts in a courteous, efficient manner to promote a high standard of public relations at all times. Works to resolve any issues and to answer public inquiries.

Provide departmental research as requested e.g., for grant submissions and tender advertisements, and assist in writing and reviewing reports, including staff reports for regular Council meetings as required.

Maintaining an effective filing system (hard copy and electronic files) in accordance with the records management system.



Research and compose correspondence including letters, forms, presentations, policies and procedures and manage confidential information in a professional manner.

Assist with posting to social media, the Township website and electronic sign on Highway #7 for all departments.

Maintain effective working relationships with other departmental staff, Township departments and external stakeholders in order to meet customer and departmental operational needs.

Maintaining Emergency Management binders, assisting in annual Emergency Management training/exercise and annual compliance submission.

Enter all fire calls into fire reporting software program. Submit documents to Ontario Fire Marshall and Ministry of Transportation as required.

Provide assistance to Transfer Stations including maintaining tracking sheets, completion of annual reporting and providing attendants with required forms and supplies, as needed.

Maintain records of locating sewer and water infrastructure and entrance permits. Record keeping of equipment times for timely submission to Treasurer.

Creation and distribution of flyers and posters for events and residential notices.

Maintain facilities booking calendar and correspond details of events to internal staff for social media, public notices and media releases.

Maintain health and safety records for department(s) and report to the Health & Safety representative, as required.

Manage daily calendar(s), including scheduling of meetings and appointments. Attend meetings as a resource or participant as necessary.

Complete the ordering of office supplies and maintain an inventory sufficient to meet office requirements.

Other duties as assigned.

Supervisory Responsibilities:

The incumbent has no supervisory responsibilities.



Job Specifications:

Possess an Ontario secondary school diploma (OSSD) and a post-secondary school diploma in Business Administration or Office Administration.

Valid Ontario G Drivers' License and access to personal vehicle is required with a clean driver's abstract.

Municipal experience with knowledge of the following departmental operations; Clerk's Department, Public Works, Fire, Emergency Services and Parks, Recreation and Facilities (would be an asset).

Flexible self-starter with strong communication, interpersonal, customer service, organization and multitasking skills is a must.

Proven ability to exercise discretion concerning matters of a confidential or sensitive nature and promote an ethical work environment.

Sound knowledge and command of office technology and procedures including but not limited to: internet research and reporting, email messages, time and stress management, telecommunications, meetings and travel arrangements, office mail procedures and records management.

Demonstrated computer skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other computer software applications such as mapping and geographic information systems (County GIS), Adobe Acrobat, Internet Explorer, etc., ability to use Keystone Complete is an asset.

Key Performance Competencies:

This individual, on a regular basis will be required to maintain confidentiality of all corporate and organizational information with the Municipal Freedom of Information and Protection of Personal Privacy Act.

Demonstrated ability to perform a wide variety of office related tasks and change focus quickly.

Demonstrated ability to adhere to strict deadlines.

Demonstrated superior public relations and communication skills, with emphasis on organization, prioritization and multi-tasking abilities.

Demonstrated ability to work effectively with a team and maintain constructive working relationships.



Demonstrated ability to problem solve and de-escalate situations involving upset customers/clients.

Demonstrated ability to clearly and effectively present information through the spoken and written word.

Demonstrated ability to work within a municipal government structure.

Demonstrated ability to act in accordance with established guidelines, follow standard policies, procedures, and legislation such as Occupational Health and Safety Act; Accessibility for Ontarians with Disabilities Act (AODA), etc.

Working Conditions:

Typical climate-controlled office environment with occasional travel to attend meetings. Work activities require visual and mental concentration for varying durations of time. Standard office hours, Monday through Friday (8:30 am to 4:30 pm), with occasional extended hours for meeting attendance. Occasional lifting and carrying of items weighing less than 30 lbs. (i.e. office supplies).

Stress is a factor due to close interaction with Township residents regarding conflicts concerning various activities and one is reminded to conduct themselves professionally at all times.

There may be the occasional requirement to work evenings or weekends, to meet deadlines, attend meetings or assist with special events.

Please note: The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational or operational requirements.

Contacts:

Internal:

Mayor, Council Members, Chief Administrative Officer, Acting Deputy Clerk, Supervisor of Parks, Recreation and Facilities, Manager of Public Works, Fire Chief and other Township employees for the exchange of information to complete work assignments.

External:

Suppliers and the general public, to convey or exchange information, Municipal, Provincial and/or Federal agencies.



I have read this Job Description and understand the job requirements of this position and the expected standards of performance.

Signature of Incumbent

Date

Signature of CAO/Clerk

Date