



ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Reporting directly to the Clerk, the Administrative Assistant assists with the day-to-day operations of the Clerks Department, and is responsible for providing administrative and clerical support, including handling sensitive political and human resources issues, maintaining office administration and records management processes and procedures, responding to and/or redirecting inquiries/communications and completing special projects.

RESPONSIBILITIES

Duties:

- Maintains thorough knowledge of the Clerks Department processes and high level understanding of the Department's functions
- Provide administrative support to the Clerk on daily administrative tasks
- Liaises with and is familiar with the workings of all departments, including Public Works, Building, Fire and By-law Enforcement
- Maintains confidential information, including personnel information and resources
- Co-ordinates and schedules municipal function and special events
- Assists the Clerk in any and all preparations for Council meetings, including agenda package preparation prior to meetings and attendance at Council meetings and the recording of meeting minutes, in the absence of the Clerk
- Assists in the development of reports, including the research and gathering of relevant information
- Co-ordinates information and background material to assist in dealing with correspondence, or inquiries, requiring attention and for use at meetings
- Assists with organizing and administering all facets of Municipal Elections
- Assists with the development, review, revision and implementation of new and existing Municipal policies, in coordination with the Clerk and other departments, as needed
- Administers dog licensing program and manages annual dog tag list
- Administers open air burning permit program
- Processes all filing, sets up annual files and administers record retention
- Arranges for all repairs of office equipment and ordering of services
- Responsible for updating and maintaining the Township website and social media pages
- Handles cash payments as required and records daily debit transactions
- Responsible for updating the Policy and Procedures Manual and all indexes
- Assists with the compiling of information and preparation of the monthly newsletters, and co-ordinates with Council Committee liaisons for information, as needed
- Administers and co-ordinates rentals and bookings for the Community Centre and Mallory Coach House, and prepares rental invoices as needed
- Co-ordinates and administers the household waste bag tag program with Purcell's Freshmart

QUALIFICATIONS**Education:**

Community College Certificate/Diploma in public administration, business administration or related field, or equivalent combination of education and experience.

Experience:

Minimum 2-3 years work experience in municipal governance.