



Administrative Assistant - Job Description

Job Information

Title:	Administrative Assistant
Department:	Administration
Immediate Supervisor:	Clerk
Rate of Pay:	Per Staff Salary Grid
Hours of Work:	35 Hours per Week

Job Summary

The Administrative Assistant is responsible for providing assistance with the day-to-day operations of the Administration Department; and for providing administrative and clerical support, including handling sensitive political and human resources issues, researching and compiling background information, arranging meetings and appointments, maintaining office administration and records management processes and procedures, responding to and/or redirecting inquiries/communications, and completing special projects.

The Administrative Assistant will be an effective team member whose contributions will assist in the achievement of departmental objectives.

Organizational Status

The Administration Department is governed by provincial legislation, mainly the *Municipal Act*, the *Municipal Elections Act* and the *Municipal Freedom of Information and Privacy Act*. The Administration Department provides an essential link to the public and support to Council and committees.

The Department works closely with other municipal departments and provides assistance to them as required.

Essential Duties and Responsibilities

1. Maintains thorough knowledge of the Administration processes and high level understanding of the Department's functions
2. Provides administrative support to the Clerk by performing daily administrative work.
3. Maintains confidential information, including personnel information and resources.
4. Assists with corporate records management for the Administration Department, archiving of records with retention/disposal according to Town by-laws.
5. Coordinates and schedules of municipal functions and special events.
6. Arranges appointments, receives and responds to, or directs telephone and public inquiries on behalf of the Clerk.
7. Drafts correspondence and other communications on routine matters on behalf of the Clerk.
8. Assists in the development of reports, including the research and gathering of relevant information.
9. Acts as administrative liaison within/outside the Department.
10. Coordinates information and background material to assist in dealing with correspondence, or inquiries, requiring attention and for use at meetings.
11. Assists with the preparation of agendas, agenda packages, and minutes for Council and Committee Meetings.
12. Acts as a resource person for Committees of Council.
13. Assists with organizing and administering all facets of the Municipal Election.
14. Organizes and completes employee registration of training, conference/workshops/seminars.



15. Provides support for human resource matters, including recruitment and labour relations issues.
16. Assists with the review, revising, development and implementation of new and existing Town policies, in coordination with the Clerk and other departments.
17. Assists in achieving corporate excellence through information provision, problem solving and teamwork.
18. Responsible for Council Chamber room booking, coordination of room set up, computer equipment, etc.
19. Assists with the communication and implementation of various corporate policies.
20. Undertake special projects and perform other duties as assigned by the Clerk.

Required Education / Work Experience

1. Minimum of a two year college diploma in business, office administration, public relations or equivalent; and
2. Minimum of three years of related experience, preferably in a municipal setting.

Required Skills and Abilities / Work Demands

1. Demonstrated strong organizational skills with the ability to prioritize work in order to meet deadlines.
2. Excellent networking and interpersonal skills to interact with staff, Council, management, and members of the public. These skills are required to represent the municipality and maintain its prestige and image as well as to provide a strong teamwork environment.
3. Apply effective customer service techniques; respond to customer inquiries and complaints in a courteous, understanding and concerned manner.
4. Excellent oral and written communication skills.
5. Proficiency utilizing Microsoft Office software applications.
6. Excellent computer skills with the capacity to promptly learn new computer software programs relevant to the municipality.
7. Knowledge of general office procedures, including preparing documents, and record and information management systems.
8. Excellent analytical skills showing good judgement, sound problem solving and conflict resolution abilities
9. Ability to work with personal information, maintain strict confidentiality and to use tact and discretion when dealing with matters of a highly sensitive nature.
10. Ability to work outside regular business hours, as required.
11. Demonstrated experience in organizing meetings, including preparation of agendas, taking minutes and documentation with attention to detail and accuracy.

Other

The statements contained in this job description reflect general details necessary to describe the principal duties and responsibilities, the education and work experience, and the skills and abilities required. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned as well as work in other departments to cover absences, provide relief, equalize peak work periods, or balance workloads.