



## **JOB DESCRIPTION**

**Job Title:** Administrative Assistant

**Job Status:** Permanent/Part Time, may lead to full time

**Supervised By:** Chief Administrative Officer

### **General Summary:**

Reporting to the CAO, the Administrative Assistant is part of the municipal team which focuses on administration, departmental projects and areas of communications relating to the local government organization. The individual will perform a variety of administrative support duties to all departments, website maintenance and communications. The Administrative Assistant will relay information of municipal programs, initiatives and special events and carries out various tasks in the promotion of these programs/events. Work will involve handling sensitive issues and confidential information requiring discretion on the employee's part.

### **Responsibilities:**

Administrative – assists the CAO and CFO with scheduling meetings, appointments and prepares itineraries/agendas for various departments of the municipality. Maintains adequate inventory of office supplies. Provides customer service in the municipal office by answering phones and waiting on counter inquires. Accepts payments from residents for water/sewer billings, programs, etc. Answers inquires from residents and directs them to the pertinent information. Performs various duties in a training capacity as workloads, temporary absences or emergencies dictate. Performs other administrative duties as assigned from time to time.

Records Management - establishes and maintains effective record management and retrieval systems in accordance with legislative requirements and municipal needs. Ensures proper filing and recording procedures (coding) for the immediate and long-term retention of the municipality's documentation. Sets schedules for archiving and destroying such records in accordance with the municipal retention authority system.

Communications – produces a range of communication deliverables including announcements, newsletters through various avenues. Assists CAO and CFO with communications related to emergencies or reputational incidents. Assists with the implementation the municipality's communication plan.

Web & Social Media Content – updates and maintains municipal website ensuring all information is accurate and up to date. Assists in managing all social media platforms for the municipality. Oversees the website calendar and promotes municipal activities leading up to events and programs.

**Qualifications:**

- Post-secondary education or diploma in administration, communications, or a related field.
- Computer proficiency in Office 365, social media platforms (Facebook, Instagram), Sharepoint
- Experience and/or knowledge of local government and the context of the municipality's operations, as well as the roles of Council and staff.

**Skills & Attributes:**

- Excellent written, oral communication and presentation skills.
- Strong organizational skills and effectively manage multiple tasks, priorities and projects while meeting deadlines.
- Ability to maintain a high degree of professionalism, to exercise discretion, and maintain strict confidentiality.
- Effective communication and interpersonal skills.
- Availability to work a flexible work schedule outside the normal work schedule to accommodate meetings and special events.
- Strong attention to detail.
- Personable demeanor/excellent customer service orientation.
- Ability to establish effective working relationships and be a team player.
- Responsible individual who demonstrates initiative and creativity.

**Working Conditions & Environment:**

- Permanent part-time position (minimum 23 hours per week).
- Working outside of regular hours (evening and weekends during events, emergencies, etc.).
- Possess a valid driver's license and have means of transportation for work travel.
- Interact and collaborate with Council, management, staff, community groups and citizens.

**Compensation:**

Salary: Based on education and experience.

Benefits as per the personnel policy.