

ADMINISTRATIVE ASSISTANT

POSITION: Administrative Assistant

RESPONSIBLE TO: Department Manager

NATURE OF WORK: The Administrative Assistant provides administrative support and technical expertise to achieve municipal objectives. He/she coordinates manager communications, including taking calls, responding to emails and interfacing with council, management, staff, government officials, contactors, and members of the public. The incumbent prepares internal and external municipal documents, schedules manager meetings and appointments and follows up with the manager to ensure time commitments are met.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

Note: The incumbent shall ensure that the confidentiality of Town affairs is respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the manager. Provides personal support and maintains confidential information
- Primary role is as an administrative assistant reporting to the manager; secondary role is to perform the function of receptionist, cashier and provide administrative support to other staff
- Works closely with manager to ensure department supervisors forward reports as required on a timely basis for manager review or comment prior to Council and/or Committee meetings or meetings with the CAO
- Develops and fosters close working relationships with various external government departments and agencies, consultants, business groups, and community organizations
- Deals with the public with integrity and in a professional and courteous manner

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Develops and maintains an organized filing system of paper and electronic documents for manager's correspondence
- As receptionist responds to all incoming telephone calls and re-directs accordingly or takes messages for the intended receiver. Responds to in-person inquiries and directs the individual to the person best able to respond to their inquiry
- As cashier receives and receipts all monies received from members of the public
- Monitors collection and receipt of all correspondence and reports from municipal departments and ensures receipt by manager. Files all correspondence, as requested in appropriate location determined by level of confidentiality
- Sorts and distributes mail, front desk duties, answering phones, handle inquiries and forward calls as appropriate
- General typing and filing
- Accounting postings
- Conducts social media and website updates as required
- Responsible for booking of meeting rooms for all manager related meeting activity
- Lead contact for all manager correspondence and communication with municipal staff, council and public
- Prepares presentations, reports, and recommendations as directed by the manager and may prepare presentations, reports, and recommendations for Council, and Standing Committees as directed by the manager

- Performs other such related duties, responsibilities and functions as may be assigned

REQUIRED COMPETENCIES:

- Ability to establish, maintain and promote friendly, co-operative and productive relationships with other Departments, staff, other Government agencies, auditors, elected officials and the general public
- Ability to effectively plan, organize, and execute work assignments in a timely, efficient manner
- Ability to take initiative
- Uphold a strict level of confidentiality at all times
- Excellent verbal, written, organizational, project management, keyboard and problem-solving skills with impeccable multi-tasking abilities
- Effective writing skills and precision for preparing comprehensive reports, studies, summaries and projections
- Good personal mastery and performance as a team player, with proven ability to role model the behaviours associated with a constructive culture and a commitment to health, wellness and safety
- Ability to apply and function effectively in the workplace with demonstrated computer proficiency
- Strong problem-solving ability-able to react/adapt to changing demands and/or conditions
- Ability to function effectively in a diverse and fast paced work environment with challenging and often competing priorities
- Strong analytical and critical systems thinking skills
- Respectful and professional demeanour

REQUIRED QUALIFICATIONS:

- A minimum of two (2) years of administrative experience
- A degree in Commerce, Business Administration, Public Administration, or College Diploma in Administration, Administrative Assistant, Executive Assistant or other related discipline. An equivalent combination of education and experience may be considered
- Experience working in a public sector environment would be a strong asset

- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software

Acknowledgement:

I have read and understand my roles and responsibilities as it applies to my work duties, my performance expectations, my ability to get along with my colleagues and in support of a respectful work environment.

Name (Print)

Name (Signature)

Date