



TOWNSHIP OF ADMASTON/BROMLEY JOB DESCRIPTION

Job Title:	Last Revision Date: August 2020
Administrative Assistant	Approved By:
Reports To:	Council
Clerk-Treasurer and Public Works Superintendent	Effective Date:
	Salary: Group 2

Position Summary:

Under the direction of the Clerk-Treasurer this position will assist in administering the affairs of the Municipality in accordance with the policies and plans approved and established by Council.

Position Qualifications:

- Post secondary education in administration or equivalent experience and education in Municipal Government.
- Good working knowledge of relevant computer software such as Microsoft Word, Excel and PowerPoint
- Must be a self-starter to work independently and capable of meeting time schedules or deadlines.
- Strong interpersonal skills combined with excellent written and oral communication utilizing a professional approach with the public.
- Experience in municipal administration environment.

Position Description:

- 1) Performs the responsibilities of the position consistent with the Operational Policies of the Township of Admaston/Bromley.
- 2) Assists residents and ratepayers by providing information and advice, and providing follow-up action on the part of the Municipality, and in other cases to direct the person to the proper authorities.
- 3) Responsible to attend Committee meetings in the capacity of recording secretary when required by Clerk-Treasurer.
- 4) To provide secretarial/administrative services to the Council and Department Heads.

- 5) Assist the Finance Clerk with accounts payable and receivable transactions.
- 6) Prepare and type government reports and grant applications as required.
- 7) Responsible for the collection of revenue as required (taxes, dog fees, permits etc.), and to record payments for deposit.
- 8) Assist the Public Works Superintendent with writing and preparing accurate and timely reports to Committee and Council.
- 9) Assist returning officer with Municipal and School Elections.
- 10) Operates computer, typewriter, fax machine, photocopier and variety of printers and assist other staff members to operate and develop SOP's for machine operation etc.
- 11) Ensures maintenance and confidentiality of all documents related to Council.
- 12) Responsible for assisting in the preparation of both Waste Diversion Ontario and the yearly consultant reports.
- 13) Livestock Damage Loss Compensation Program – prepares and reviews claims when submitted by Livestock Valuers for completeness and accuracy, then submits the claims for program review and payment.
- 14) Responsible for Lottery Licensing and maintenance of the files for lotteries.
- 15) Assist with Planning Inquires and functions described in the Planning Act.
- 16) Assist Clerk-Treasurer with administrative issues as well as developing and updating standard operating procedures.
- 17) Check Building Permit Applications when received by ratepayer/contractors for completeness and accuracy before submitting to the Building Inspector. Giving all staff members a review of areas most commonly not completed.
- 18) Responsible for the Tax Insert Newsletter to be distributed twice per year with the tax bills.
- 19) Responsible for the organization of Canada Day events and working with the various groups to ensure a successful event.
- 20) Responsible for posting to and updating the Township website and social media sites.

Human Resources:

- The incumbent generally works independently and is not responsible for the supervision of staff.

Financial Resources:

- Not responsible for the preparation of an operating budget or for the acquisition of funds.

Material Resources:

- Responsible for proper usage of computer, electric calculator, copiers, postage machine and miscellaneous small office supplies.

Physical Skill and Effort:

- Requires manual dexterity to operate a computer and other office equipment as necessary.
- Physical ability for handling bulk supplies and office furniture.

Decision Making and Judgement:

- Work is performed under the direct supervision of the Clerk/Treasurer and the Public Works Superintendent.
- **Judgment is exercised in:**
 - Prioritizing workload to ensure deadlines are met.
 - Respond courteously to visitors and callers, and screening and referring incoming telephone calls and public requests to the appropriate staff member.
 - Proofreading reports and ensuring accuracy for Department Heads.

Interpersonal Skills/Contacts:

- The job requires good interpersonal skills to interact effectively with the general public and to provide information regarding routine departmental operations and to respond to enquiries and deal politely and effectively with other departments.

Environment:

- Works in an office environment with a great amount of time spent working at a computer terminal.
- Deals with the public.

Control over Work Schedule:

- Works is subject to scheduled deadlines.
- Incumbent is not required to work in excess of normal hours.

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

Supervisor Signature

Employee Signature

Date

Date