



## JOB DESCRIPTION

**TITLE:** General Office Assistant – Part-time Contract

**REPORTS TO:** CAO/Clerk

**LOCATION:** Township Office

**SUMMARY:** Reporting to the CAO, the Administrative Assistant assists with various administrative functions throughout all departments, including but not limited to secretarial duties, filing, updating website, and counter duties.

### MAIN RESPONSIBILITIES (This is not an exhaustive list)

1. Assists the CAO/Clerk's with administrative functions including minute taking, agenda preparation and distribution. May be required to attend meetings.
2. Assists Clerk/Returning Officer with election activities.
3. Assists Treasurer-Deputy CAO/Clerk and Finance Clerks with their tasks.
4. Assists CAO/Clerk with general *Planning Act* inquiries.
5. Assists Chief Building Official with various duties.
6. Assist the Community Emergency Management Coordinator (CEMC) with various tasks.
7. Assists the Public Works Superintendent with administrative duties as required.
8. Assists with maintaining and updating the Township website, social media accounts and producing flyers as needed.
9. Assists with grant applications and reporting.
10. Assists with lottery licenses, dog licenses, etc.
11. Assists in coordinating events, such as Canada Day.
12. Performs various reception and administrative duties.
13. General filing and file retrieval duties.
14. Other duties as assigned.

### DIRECT REPORTS:

N/A

**EDUCATION/EXPERIENCE:**

- Ontario Secondary School Diploma (OSSD) required.
- Municipal experience will be considered an asset – Primarily:
  - Experience with Elections.
  - Experience with Land Use Planning & assisting Chief Building Official.
- The Township may consider a different combination of education and experience where appropriate.

**ADDITIONAL COMPETENCIES/SKILLS:****REQUIRED:**

- Sound written, communication and interpersonal skills.
- Competency with Microsoft Applications (Word, Excel, PowerPoint),
- Competency with various administrative, financial. website management and social media software.

**DESIRABLE:**

- Basic bookkeeping skills.
- Association of Municipal Clerks & Treasurers of Ontario (AMCTO) various training programs/workshops.

**EFFORT:**

- Receives inquiries from the public.
- Handles and balances multiple shifting priorities.
- Requires attention to detail while performing duties.

**CONTRACT:**

6 Month Contract (approximately June – November, 2026)  
2 days one week – 8:30 am – 4:00 pm (7 hours ½ hour lunch)  
2 days the next week – 8:30 am – 4:00 pm (7 hours ½ hour lunch)  
Rate \$22.21 ~ \$26.12 per hour  
*(monthly schedule will be determined by the CAO/Clerk)*

**General office conditions.**

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 the work requirements that may be inherent in this classification.