

POSITION DESCRIPTION**Contract – One Year**

POSITION TITLE:	Office Assistant	DATE APPROVED:	
REPORTS TO:	Municipal Administrator	APPROVED BY:	
POSITION NUMBER:	2016-C014	REVISION DATE:	Sept 5, 2023
GRADE LEVEL:	C		

POSITION SUMMARY:

Reporting to the Municipal Administrator, the Office Assistant is responsible for administrative support for a variety of Township Duties.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assist with the statutory duties of the Administrative Assistant-Deputy Clerk and the administration and operation of the Township Office.
 - Assist with the preparation of agendas, meeting minutes, by-law references, correspondence, reports, tenders, contracts and other background material required for meetings.
 - Assist with the preparation and issuance of Permits and Licenses as instructed.
 - Support and act in place of the Receptionist for the Municipal office, referring inquiries to appropriate staff, when required.
 - Support the maintenance of efficient filing system and data management.
- Assist with the collection and issuing of receipts for taxes, dog tags, various accounts receivable and other licenses.
- Provide administrative support to all municipal departments as required and directed.
- Attend and record minutes of committee meetings as appointed.
- Other duties as required.

SKILL AND EFFORT:

- Ability to understand and execute oral and written instructions.
- Carries out work assignments using a variety of technology tools such as Microsoft Office programs; internet and social media.
- Ability to work with minimal supervision.
- Good knowledge of municipal operations.

INTERPERSONAL SKILLS/CONTACTS:

- Strong interpersonal skills are required in dealing with public inquiries in a positive manner.
- Demonstrated ability to use tact and diplomacy when dealing with the public.
- As a team member of the Township, maintaining good relations with co-workers and volunteers is essential.

EDUCATION/EXPERIENCE/SKILLS:

Education: Secondary school education or an equivalent combination of education and experience.

Experience: Related work or volunteer experience is an asset.

Skills: Excellent interpersonal and communications skills (oral and written)
Responsible, dependable, good work ethic