



EMPLOYMENT OPPORTUNITIES

Applications are invited for the following positions:

1. Administrative Assistant to the CAO and Clerk (full-time)
2. Seasonal Snow Plow Drivers (part-time)

Applications will be received by email to: hr@southdundas.com until September 15, 2017 at 4:00 p.m.

Please visit southdundas.com for job descriptions and how to apply for any of the above-mentioned positions. We appreciate your interest, however, only those selected for an interview will be contacted. The Municipality is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.



MUNICIPALITY OF SOUTH DUNDAS

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Job Description

Job Title: Administrative Assistant	Last Revision Date: September 2017
Reports to: Director of Corporate Services/Clerk	Approved by: Council
Wage Level: \$40,000 - \$45,000	Effective Date: September 2017

Job Summary: This position provides the services of a confidential Administrative Assistant to provide a liaison to all Departments, members of Council, other governmental bodies, and the general public.

Duties & Responsibilities:

1. Provides administrative/secretarial support, including typing of confidential materials, arranging appointments, and screening phone calls. A member of the Administration group, responsible for maintaining central hard copy and electronic files within areas of responsibility.
2. Responsible for posting meeting agendas, meeting attendance, meeting minutes, correspondence and follow up on Board decisions. You will make arrangements for Board attendance at workshops, zone meetings and conferences.
3. Provides customer service to members of Council, Municipal Staff, and members of the public in addressing Clerks Department inquiries and Council meeting inquiries, including the following departmental responsibilities:
 - Primary point of contact for telephone and email customer service inquiries from the public to the CAO and Clerks Department
 - Provides administrative and clerical support to the Department's supervisory staff team,
 - Completes municipal election responsibilities as assigned
 - Works on department and/or corporate teamsProvides backup coverage to the other Administrative Assistants

4. Provides the following support to Council and Council meetings:
 - prepares draft agendas and delegation lists
 - registers delegations
 - coordinates printing and distribution
 - prepares draft minutes
 - monitors and updates the Outstanding Staff Directions list following each Council meeting
 - tracks by-laws
 - prepares Council-related documents for signature of the Mayor and Clerk.
5. Provides clerical support to the Emergency Operations Centre during emergency situations.
6. Responsible for booking public meeting rooms for outside agencies and organizations (OMB and ARB) and arranges catering as required.
7. Other duties as assigned

Education, Skills & Knowledge:

- Diploma in office administration or related discipline
- Experience in an office environment, preferably in a municipal setting
- 5 years experience
- Thorough working knowledge of Microsoft Office applications
- Strong communication skills (written, oral and interpersonal), research, organizational, customer service and time management
- Ability to maintain confidentiality
- Valid Ontario Class G Driver's license

Work Environment:

Full Time (35 hour work week), standard office environment

Time Pressures: Pressure comes from the need of the department to meet deadlines, which, while known in advance, are inflexible, even when those beyond this position's sphere of influence cause delays. Must adhere to the corporate timetable of the Clerks Department. Committee minutes and agendas must meet standard timetables.

Supervision Received: Works under direction, but is permitted initiative in carrying out general directions. Regularly provides advice within corporate policies.

This job description is intended to summarize the responsibilities of the job and is not a comprehensive list of all duties to be performed.