



Job Title:	Administrative Assistant – Corporate Services (Full-Time 37.5 hrs per week)
Last Revised:	September 25, 2024
Department:	Corporate Services
Reports to:	Chief Administrative Officer/ Clerk

PURPOSE OF THE POSITION:

Reporting to the Chief Administrative Officer/ Clerk, the Administrative Assistant provides clerical and administrative support to the Chief Administrative Officer/ Clerk, and Director of Finance/ Treasurer.

KEY DUTIES AND RESPONSIBILITIES:

- Provide administrative support to various departments (Administration, Clerk, Treasury) including the preparation of correspondence, filing, and the collection and entering of data into applicable Township software programs.
- Respond to general inquires at the Township’s front counter, over the phone and via email.
- Coordinate corporate meetings and training sessions.
- Prepares and maintains employee files and reports to the Chief Administrative Officer/Clerk on whether required training obligations are fulfilled eg. Health and Safety, Accessibility and whether performance appraisals are up to date.
- Assists the Chief Administrative Officer with the development and implementation of a Health and Wellness program for employees.
- Prepares and coordinates for all departments job postings, interviews and employee orientation in accordance with Township policies.
- Prepares reports, letters, newsletters, etc as instructed by the Chief Administrative Officer/ Clerk or Director of Finance/ Treasurer.
- Replaces the Receptionist when he/she are away from their desk or on leave (vacation, sick, etc).
- Acts as a backup for the Accounts Payable, Accounts Receivable, Water/Sewer Billing Deputy Clerk functions within the Township as required.
- Assists the Clerk and Deputy Clerk with Records Management.
- Attends meetings with the Chief Administrative Officer to take minutes.
- Assists the Clerk and Deputy Clerk with responses to any Freedom of Information requests.
- Assist the Communications Officer with updating and maintaining the Township website.
- Assists with Municipal Elections.
- Provides support to other department’s administrative assistants.
- Perform other related duties as assigned by the Chief Administrative Officer/ Clerk when required.

POSITION QUALIFICATIONS:

- Community college diploma in Office Administration or related field.
- Minimum 3 years experience in an office environment, preferably Municipal government.
- Knowledge of general office procedures, including record and information management systems.
- Ability to work with personal information and maintain strict confidentiality.
- Ability to work as part of a team, manage time effectively in order to work on a number of projects and tasks simultaneously, and prioritizing accordingly.
- Ability to interact effectively and courteously with all levels of staff and contacts in a customer service focused environment; build cooperative, collaborative working relationships with internal and external customers.
- Knowledge of computer software such as Microsoft Office, Vadim, etc.

OTHER REQUIREMENTS:

- Willingness to work flexible hours as required including some evenings.
- Must be able to work with minimal supervision.
- French and English oral and written.
- Must provide a current Police Record Check.

The forgoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all of the work requirements of the position.

ACCESSIBILITY:

The Township of North Glengarry is committed to providing quality goods and service that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals' are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs.