



Job Title:	Public Works Administrative Assistant
Last Revised:	December 2025
Department:	Public Works Department
Reports to:	Director of Public Works
Salary Range	\$48,725.31 - \$57,308.04

PUBLIC WORKS ADMINISTRATIVE ASSISTANT

REPORTING TO: Director of Public Works

POSITION PURPOSE:

The Public Works Administrative Assistant provides clerical and administrative support to the Public Works Department, including data entry, phone and email communication, and general office duties.

KEY DUTIES AND RESPONSIBILITIES

- Answer phones and respond to general inquiries from the public via phone and email
- Perform data entry and maintain databases as assigned
- Prepare and file documents and reports
- Assist in scheduling meetings and training sessions
- Perform clerical and administrative duties as assigned
- Provide reception coverage when needed
- Other duties as assigned

POSITION QUALIFICATIONS

- High school diploma or equivalent
- Experience in an office environment
- Good written and oral communication skills
- Proficient with computer software (Microsoft Office, email, web-based systems)
- Ability to work courteously and professionally with the public
- Organized, detail-oriented, and able to prioritize multiple tasks
- Discretion when handling confidential information

OTHER REQUIREMENTS

- Valid Class G Driver's license
- Must provide a current Police Record Check

Preferred Qualifications:

- Experience with GIS or GPS software
- Familiarity with municipal government operations
- Experience using specialized public works software tools

Please send a detailed resume to Timothy Wright by email at pwdirector@northglengarry.ca by **2:00 p.m. Monday January 15th 2026.**

The Township of North Glengarry is an equal opportunity employer. We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. Accommodations for applicants with disabilities will be provided upon request.