



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

JOB DESCRIPTION

Admin Assistant - Homecoming/Canada's 150th and General
Summer Student

POSITION: seasonal part-time,

REPORTING RELATIONSHIP Reports to Clerk

PURPOSE OF POSITION

1. Provides administrative assistance to the Clerk, Treasurer and Office Administrative Assistant as required.
2. Carries out duties as directed by the Clerk in accordance with municipal policies and the *Municipal Act* and other applicable legislation under the guidance of the Administrative Staff and based mainly on the Grant Application as detailed below.
3. Obtains on the job training to become competent in short term office duties.

RESPONSIBILITIES

1. Performs all actions and activities in a responsible manner and consistent with policies/guidelines of municipality.
2. Conducts themselves in a manner that considers the health and safety of every individual including the public and all other staff members.
3. Actively participates in identifying potential and actual hazards, taking steps to eliminate or minimize them and to work towards completing hazard identification in conjunction with the health and safety rep and supervisors.
4. Performs general office administration duties, including but not limited to, word processing, photocopying, filing and research.
5. Performs receptionist duties and provides information to the public with regard to municipal policies, programs, services and regulations.
6. Assists staff with final preparation, management and follow up after HCMHomecoming2017.
 - a. The student will assist with public outreach, registration package development and various aspects of the project management.
 - b. Will assist in collecting survey data for and completing mandatory after event reports as well as any other admin task as might be identified.
 - c. Primarily, the student will assist in final preparations for our Homecoming event, participate in managing the event and will assist in follow up after the event. This will include following up on final payments of invoices, inventories,

data collection and dissemination, collecting and recording statistics, bank deposits, material storage, and report completion.

7. Additionally, the student will assist with various other administrative duties as they arise.
8. He/she will be responsible for assisting members of the public with signing out, picking up and returning equipment made available through our recreation equipment lending hub.
9. The student employee will interact verbally and in writing with the general public, Council and other municipal employees on a day to day basis, through written staff reports, via electronic messaging, in person and via telephone.
10. Other duties as assigned from time to time by the Clerk.

WORKING CONDITIONS

1. May be required to work in full view of the public subject to frequent interruptions to provide assistance/information to the public.
2. Will work within regular office hours; except for Canada Day weekend, where all staff are required to work. This work will occur outside.
3. Work is performed with a high degree of independent activity in a computerized environment seated at a desk. Some occasional light lifting is required. Subject to eye strain and physical fatigue from computer use and prolonged desk work.
4. Work is subject to constant internal and external deadlines as imposed by legislation, Council schedules, or Council policy with frequent changing priorities.

WORKING RELATIONSHIP

1. With Clerk, Treasurer and Office Administrative Assistant: serves as support person and assistant in whatever capacity needed.
2. With the public: provides information and assistance.

KNOWLEDGE AND SKILLS

1. Manual dexterity and computer literacy with knowledge of word processing (Microsoft products) and internet research skills.
2. General office administration skills.
3. Excellent oral and written communication skills in order to provide accurate information in a pleasant and effective manner to telephone callers and visitors. Must be courteous, diplomatic and able to problem solve.
4. Excellent reading, prioritization and multi-tasking skills.
5. High level of concentration is required to ensure accuracy.

6. Respects confidentiality.
7. Must be precise and accurate in performance of duties.

SPECIFICS

The Recreation Programming assistant will work alongside the Clerk/CAO, Treasurer and administrative assistant fulfilling various clerical, research, planning, and programming activities.

As this position will focus on Recreation but will also be mainly administrative in nature, the student will obtain significant varied office administration skills during the weeks with us at Head, Clara & Maria.

The role would be a short term support role which would involve short periods of time in many different and varied tasks. As this support role would be to create a new area of programming, there would be quite varied areas of responsibility.

Depending of the strengths and weaknesses of the individual many of the following transferable skills might be involved in an assisting role:

Transferable skills to be obtained would include:

- Social Media site/page maintenance.
- Communication – written, oral, electronic; in person and via telephone. Participation in monthly employee meetings.
- Citizen outreach – participation in stakeholder consultation, recording and reporting of responses.
- Attend to visual detail - effectively and professionally present written materials, on-line, and in hard copy.
- Research skills – locating information, compiling and presenting results.
- Creativity: Use imagination to come up with new ideas or to solve problems to create effective on-line media messages.
- Confidence: Believe in and feel good about yourself through successful task completion.
- Take Instructions: Follow instruction, seek clarification.
- Dependability/integrity: Learn to be counted on to do as directed/promised by being held accountable through reporting task completion and through weekly debriefs and employee meetings.
- Precise: Make sure that things are completed accurately, correctly and exactly.
- Resourcefulness and Creativity: Think of new, creative and different ways to do things when there are no obvious solutions available.