



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

JOB DESCRIPTION

Administrative Assistant - Recreation Programming

POSITION: Permanent part time; average one day per week (potentially increasing to two in the near future). Occasional additional hours based on vacations, special projects and special funding.

REPORTING RELATIONSHIP Reports to Clerk and senior staff.

PURPOSE OF POSITION

1. Provides administrative assistance to the Clerk/CAO, Treasurer, Office Administrative Assistant and Recreation Committee as required, primarily in the area of recreation and recreation program funding.
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 as detailed below.

RESPONSIBILITIES

1. Performs all actions and activities in a responsible manner and consistent with policies/guidelines of municipality.
2. Performs all duties required to support the community Recreation Committee including but not limited to:
 - a. Follow up on committee decisions;
 - b. Forward to the Clerk all committee decisions which require approval of Council;
 - c. Maintain bar inventory, ordering, floats and scheduling bartenders;
 - d. Assists in maintaining kitchen supply inventory;
 - e. Administer and manage lending hub;
 - f. Maintain and circulate recreation financials – event profit/loss reports;
 - g. Schedule recreation calendar;
 - h. Follow up on Recreation responsibilities – make or ensure someone is responsible for signs, floats, tickets etc.
 - i. Attend monthly evening Recreation committee meetings responsible for agenda, reports and minutes;
 - j. Complete and submit food vendor permits to the County Board of Health;
 - k. Maintain and administer hall rental agreements; and
 - l. Complete, record and keep up to date all signs/forms etc. for the hall, kitchen and bar.
3. Continue with current and develop new recreation programming through recreational grants.
 - a. Assist in scheduling programs, instructors, transportation and tickets to events.

- b. Rental of vehicles, scheduling volunteer drivers.
4. Conducts themselves in a manner that considers the health and safety of every individual including the public and all other staff members.
5. 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.
6. Performs general office administration duties, including but not limited to, word processing, photocopying, scanning, filing and research. Data entry, mail, emergency light checks etc.
7. Performs receptionist duties and provides information to the public with regard to municipal policies, programs, services and regulations.
8. Collects information from committee meetings, Council meetings, web based research, funding opportunities and municipal programs to assist the Clerk in creating reports to Council.
9. 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 with occasional hours outside office hours due to monthly recreation meetings and infrequent recreational events.
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, funding guidelines, Council schedules, or Council policy with frequent changing priorities.

WORKING RELATIONSHIP

1. With Clerk/CAO, Treasurer and Office Administrative Assistant: serves as support person and assistant in whatever capacity needed with a focus on Recreational programming.
2. With the public: provides information and assistance.
3. With the Recreation Committee: provides all support duties, 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.

IMPACT OF ERROR

1. Errors could result in serious legal, financial and/or political consequences for the individual, Council and municipality.