

DTR Job Description



Position Title: Assistant, Administration - Level 1

Department: Corporate Services –
Town Hall

Reports To: Director, Corporate

Date: February 4, 2022

Job Purpose/Summary:

Reporting to the Corporate Services Director, the Administration Assistant is responsible for the efficient operation of the reception areas at Town Hall. The incumbent will perform a variety of clerical/administration/cashier/receptionist duties and all other as assigned, in accordance with approved practices and procedures.

Examples of Work:

1. Provides information to the public concerning goods, services, programs, schedules, rates, regulations, and policies in response to electronic, telephone and in-person enquiries;
2. Assist with document management processes including, but not limited to, compile, verify, record and process applications, licenses, permits, contracts, registrations, and other forms and documents in accordance with established procedures and schedules, as required;
3. Attend team meetings, communicate process and policy changes and prepares reports, when requested;
4. Assist with administrative functions including preparing purchase orders, invoices, bank deposits, issuing receipts;
5. Assists in the co-ordination of administrative functions and procedures including preparing correspondence, mail-outs, and agendas;
6. Manage office supply inventory and order supplies, as required;
7. Assist with compiling information for reports and provides information to general public regarding District and program rules, regulations and procedures; and
8. Ensures all work areas are properly secured at the end of each shift.

Knowledge, Skills and Abilities:

- Post-Secondary certification in Office Administration or equivalent combination of education and experience - **required**;
- One (1) year administrative experience – **required**;
- Grade 12 education or equivalent— **required**;
- Demonstrated working knowledge of Microsoft Suite of programs, Data base and other computer systems— **required**; and
- Valid class 5 Vehicle Driver’s License – **required**.

Communications:

- Must possess superior interpersonal skills;
- Must be able to communicate clearly and effectively; and
- The ability to maintain harmonious working relationships with the public and other staff.

Working Conditions:

Work schedule will include shift work as required. The Administrative Clerk will be entitled to the benefits and conditions of employment as established in the C.U.P.E. Local 2979 Collective Agreement

A SATISFACTORY CRIMINAL RECORD CHECK IS REQUIRED**Tasks:**

- Must be able to work effectively with minimal supervision and as part of a team;
- Must be able to maintain confidentiality in relation to information received or collected; and
- Must be able to adapt effectively to changing operational priorities and tasks.

Effort Factors:**Mental Demands:**

- Must be able to respond to frequently changing operational demands;
- Must be able to deal effectively with difficult people and extremely stressful situations; and
- Must be able to understand written and/or verbal instructions.

Other information:

The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed at any time at the discretion of management. **Changes will not be considered a breach in employment contract.**

Core Values:

Every employee is expected to demonstrate commitment to the following core values:

- Safety
- Integrity
- Personal Responsibility
- Team Work
- Respect