

**Douro-Dummer
Job Description Manual**

POSITION: Administrative Assistant	PAGE: 1 of 3
REPORTS TO: Clerk/Planning Coordinator	March, 2011
THIS JOB DESCRIPTION IS: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> EXISTING <input type="checkbox"/> REVISED <input type="checkbox"/> RESCINDED	

Job Summary:

Provides reception duties for the municipal office and clerical duties for Clerk/Planning Coordinator and other members of the Management Team.

Duties and Responsibilities:

1. Provides administrative support to the Clerk/Planning Coordinator and other members of the Management Team.
2. Performs duties of receptionist by responding to telephone inquiries, relaying messages, receiving payments and routing calls to the appropriate person. Provides general service and information regarding business and directs visitors to appropriate person or department.
3. Assists the Treasurer in ongoing maintenance of the vacation register.
4. Ensures that the assessment roll is maintained (address changes, new properties, roll number maintenance, etc.) and keep mortgage company register up to date.
5. Provides administrative support to other members of the municipal office staff when required (ie Folding and stuffing arrears notices, pay stubs, tax notices, etc.)
6. Ensures that the lot grading deposits are reconciled on a regular basis to facilitate accurate and timely refunds.
7. Assists with the maintenance of Developer Deposits accounts.
8. Assists with the annual Civic Awards Event and other special events that are held for the purposes of promoting the Township of Douro-Dummer for economic and other purposes.
9. Produces and maintains any forms, records, reports and correspondence as required.
10. Maintains files of correspondence and related materials.
11. Receives funds, records and prepares receipts for municipal taxes, dog tag licences, building permits and general receipts.

**Douro-Dummer
Job Description Manual**

POSITION: **Administrative Assistant**

PAGE: 2 of 3

Duties and Responsibilities: (Cont'd)

12. Assists with the preparation of all deposits and other accounting duties that may be required.
13. Provides assistance in developing advertising, promotional materials, and public notices for placement in newspapers and other publications.
14. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information Officer.
15. Assist the Chief Building Official with meeting the requirements of the Occupational Health and Safety Act and the Accessibility for Ontarians with Disabilities Act.
16. Assist with the ongoing maintenance of the Township Policy Manual and compliance with the Retention By-Law.
17. Participates in the Municipal Operations Centre for emergency purposes.
18. Perform other duties as may be assigned.
19. Responsible to adhere to the Occupational Health and Safety Act and the Township Health and Safety Policy.
20. Ensures that the voters list is kept up to date.
21. Maintains the energy consumption records for the various departments.

Douro-Dummer	
Job Description Manual	
POSITION: Administrative Assistant	PAGE: 3 of 3

Supervision:

This position does not require the incumbent to supervise or direct the work of others.

Contacts:

Internal: With the Clerk/Planning Coordinator and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With the general public and user groups to provide information, ensuring polite and tactful relations.

Working Conditions:

Exposure to a normal office environment and may require some hours outside of the normal office work day. Visual and mental concentration with respect to detail (figures) and visual display terminal.

Job Knowledge:

Post secondary education or equivalent in a related field with three years related secretarial, business, or municipal experience. Successful completion of the Municipal Administration Program is preferred.

Excellent knowledge of personal computers and associated software, with word processing experience. Proven ability to work with Microsoft Word, Publisher, Outlook, Internet and Excel.

Excellent organizational and communication skills. Proven ability to interact with the public in a positive manner.

Valid Class "G" Driver's Licence

Employee

Chief Administrative Officer