

ADMINISTRATIVE ASSISTANT TO DIRECTOR OF LEGISLATIVE SERVICES/CLERK

Department: Administration
Reports To: Director of Legislative Services/Clerk
Supervises: Not Responsible for Supervision of Staff
Review Date: October 2024

SUMMARY OF POSITION

Under the direction of the Director of Legislative Services/Clerk, the Administrative Assistant provides advanced, highly diversified, confidential, and discretionary support to the Director of Legislative Services/Clerk in the day-to-day operations of the Town.

FUNCTIONAL RESPONSIBILITIES

- ❖ Provides a wide variety of administrative support to the Director of Legislative Services/Clerk
- ❖ Provides a wide variety of administrative support to the Deputy Clerk (Records Management Clerk)
- ❖ Assists the Director of Legislative Services/Clerk with facilitating the public process, ensuring fair, open, and accountable practices for open and closed session meetings with transparency and professional integrity.
- ❖ Assists the Director of Legislative Services/Clerk with the management of calendars, including scheduling meetings and arranging conference/virtual calls with both internal and external parties.
- ❖ Assists the Director of Legislative Services/Clerk with the management of tracking deadlines and notice periods.
- ❖ Assists with preparing and composing correspondence, reports and presentations as required.
- ❖ Assist with processing of lottery licence, taxi driver, taxicab applications.
- ❖ Assists with the preparation of Council and Committee meeting agendas and minutes as required.
- ❖ Assists with the Director of Legislative Service/Clerk with the Corporate website.
- ❖ Circulates rezoning and official plan amendment notices pursuant to the Planning Act.
- ❖ Assists the Deputy Clerk (Records Management Clerk) with the maintenance and implementation of the corporate-wide record/information management, electronic document management, archives, imaging, and other related services.
- ❖ Assists with the administrative operations of the Maitland Cemetery including date input.
- ❖ Assist with overall routine inquiries of the department.
- ❖ Ensures databases are updated regularly and information remains current.
- ❖ Performs other related duties as assigned.

POLICY/PROCEDURE

- ❖ Not responsible for policy and procedure management.

STRATEGIC MANAGEMENT

- ❖ Not responsible for strategic management.

EDUCATION AND QUALIFICATIONS.

- ❖ Post-secondary diploma in Office Administration, Records Management or equivalent with a minimum of two (2) year's municipal government experience or equivalent.
- ❖ Satisfactory Criminal Records Check (CRC)

KNOWLEDGE AND SKILLS

- ❖ Strong attention to detail, and organization skills to prioritize workload to meet established deadlines.
- ❖ Good oral, written, and interpersonal communication skills.
- ❖ Elevated level of initiative, resourcefulness, and independent judgment.
- ❖ Knowledge and use of general office equipment including related computer software/hardware.
- ❖ Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature.
- ❖ Ability to think and act strategically and appropriately in a political and community service environment.
- ❖ Ability to work independently with minimal supervision and in a team environment.

PERSONAL CONTACTS

Communicates with internal and external individuals.

- ❖ Internally, this includes:
 - CAO, Senior Leadership Team Directors and Managers, municipal employees, and members of Council
- ❖ Externally, this includes:
 - The public, neighbouring municipalities, consultants, contractors, provincial and federal agencies, and non-governmental organizations (NGO) (i.e., local service clubs, etc.)

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HEALTH AND SAFETY

- ❖ Ensure that Occupational Health & Safety Act, the Town of Goderich Health and Safety Program, and other provincial legislation and regulations are strictly observed and followed.
- ❖ The Town will provide the necessary safety equipment for this position.

WORKING CONDITIONS

Work occurs in a clean office environment with a high degree of public contact. This position requires long periods of sitting, as well as consistent visual and mental concentration on computer screen(s). Hours of work are scheduled within the core operating hours of 8 AM – 4 PM, Monday through Friday. Occasionally required to work overtime hours to achieve and meet deadlines that are imposed by legislation, Council's direction, or established procedures. Work involves exposure to disruptions, difficult situations and/or conflict that must be handled diplomatically and without compromising the Town of Goderich's corporate policies.



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NOTE TO READER: This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skills, effort, responsibility, and working conditions expected in the role.