

# TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

## Job Description

<b>Position:</b>	<b>Administrative Assistant Summer Youth</b>			
<b>Department:</b>	<b>Administration</b>			
<b>Reports to:</b>	<b>Chief Administrative Officer</b>			
<b>This job description is:</b>	<b>New</b>	<b>Revised</b>	<b>x</b>	<b>Wage: \$14.00 per hour</b>

### **JOB SUMMARY:**

Reporting to the Chief Administrative Officer the Administrative Assistant summer youth is responsible for assisting the CAO with various administrative projects and tasks within the administration department. ***Please note that the availability of this position is subject to funding approval.***

### **DUTIES AND KEY RESPONSIBILITIES:**

Assist the Chief Administrative Officer with filing records, emergency planning administration, human resources manual updates, health and safety requirement updates, and other administrative duties as assigned (working collaboratively with the Fire Chief, Planning Assistant and Corporate Services Analyst depending on related task).

Assist the Clerk with filing records, records management by-law retention schedule, agreements/documents cataloguing, records destruction, map inventorying, finalizing property files reorganization project and other duties as assigned (working collaboratively with Corporate Services Analyst depending on related task).

During busy times only when front line staff are on vacation the Administrative Assistant Summer youth may be asked to answer telephones and direct calls, tend to front counter inquiries and accept payments.

Record and maintain accurate records.

Assist other Township employees with administrative tasks as directed by the CAO.

## **SUPERVISORY RESPONSIBILITIES:**

The incumbent has no supervisory responsibilities.

## **JOB SPECIFICATIONS:**

Must be a youth which is defined as a person between the ages of 15 to 30 years old.

Preference will be given to applicants enrolled in a Business/Public Administration, Human Resources Management, Records Management college/ university program or equivalent.

Demonstrated computer skills in Microsoft Office, Word and Excel preferred.

A valid and clean Ontario Class G Drivers' license is an asset.

Must be able to work during the months and times specified (set to begin in June and continue until the end of August, Monday to Friday, 40 hours per week).

## **KEY PERFORMANCE COMPETENCIES:**

Must attain a strong work ethic and be self-motivated.

Demonstrated ability to work effectively with a team and maintain constructive working relationships.

Demonstrated ability to clearly and effectively present information through spoken and written word.

Demonstrated public relations and communication skills, ensuring polite and tactful relations with residents.

Must represent the Township in a positive and respectful manner at all times.

Demonstrated ability to ensure the confidentiality of all corporate information and transactions are in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act.

Demonstrated awareness and knowledge of proper safety procedures and ability to act in accordance with established guidelines, follow standard policies, procedures, and legislation such as *Occupational Health and Safety Act; AODA, etc.*

**WORKING CONDITIONS:**

Work is in an office environment at the Township Office.

Normal stress associated with office interruptions, customer enquiries and handling the occasional upset resident.

**CONTACTS:**

**Internal:**

- Chief Administrative Officer, Clerk, Fire Chief, Treasurer, Corporate Services Analyst and other municipal staff for the exchange of information.

**External:**

- General public to convey or exchange information.

**I have read this Job Description and understand the job requirements of this position and the expected standards of performance.**

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Administrative Officer

\_\_\_\_\_  
Date