



POSITION DESCRIPTION

POSITION: Administrative Assistant

RESPONSIBLE TO: Clerk Treasurer

IMMEDIATE SUPERVISOR: Clerk Treasurer

SUMMARY OF FUNCTION:

The Administrative Assistant reports to the Clerk Treasurer and works under the direction of the Clerk Treasurer for administrative responsibilities required to support the Clerk Treasurer and the Administrative/Financial Assistant.

ORGANIZATIONAL RESPONSIBILITIES:

COMPETENCY 1: Provides administrative support for the Clerk Treasurer and for the Administrative/Financial Assistant.

Demonstrated and Evidenced By:

Supporting the Clerk Treasurer:

- Developing draft correspondence, memorandums, and reports, filing and other general administrative services.
- Maintaining office records, files, and reports.
- Assisting with the creating monthly newsletter.
- Filing and retrieving documents as requested.
- Performing other duties as assigned.

Taxes:

- Accepting payments and issuing receipts as requested.
- Stuffing and mailing interim tax bills.

Banking/General Accounting:

- Depositing funds in bank as requested.

Receptionist Duties:

- Assisting with receptionist duties by effectively and efficiently answering telephone and greeting visitors to the office, including interacting with ratepayers and residents, obtaining pertinent information and either directing caller to appropriate person or recording name, phone number, time of call, nature of business, and person to whom individual wishes to speak.
- Listening to individuals concerns and/or complaints and providing complaint forms to be filled out by individual.
- Responding effectively to requests for information that are general inquiries.
- Collecting taxes, hall rental fees and issuing receipts.

- Collecting dog license fees and issuing receipts.
- Performing other duties as assigned.

Outcomes:

1. Project and assignment deadlines are met.
2. Records are appropriately maintained.
3. Resources are organized and readily accessible to staff.
4. Callers and visitors feel welcome, and satisfaction is achieved.

COMPETENCY 2: **Effective internal and external communications and relations with other employees, the Clerk, Mayor, and Councillors, and members of the public.**

Demonstrated and Evidenced By:

- Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion.
- Listening carefully to others.
- Always communicating and relating to others in a respectful and professional manner.

Outcomes:

1. Effective communications and relationships are established and maintained with all employees, the Mayor and Council members.
2. Members of the public are satisfied with the communications and relationships with staff.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE, KNOWLEDGE AND SKILL:

- Minimum requirement of diploma/equivalent in business administration.
- Minimum of one year of relevant experience is preferred.
- Excellent technical skills including MS Office Suite, internet and social media sites.
- Excellent organization, time management, communication, and interpersonal skills
- Ability to work collaborate with others and work effectively as a contributing member of a team.

LANGUAGE SKILLS:

- Be able to read and interpret documents such as operating and maintenance instructions, and procedure manuals.
- Be able to write routine reports and correspondence.
- Ability to establish and maintain effective relationships and communications with the public, staff, and external stakeholders.
- Demonstrate the ability to act with tact and discretion in managing highly confidential, sensitive, or political matters.

REASONING ABILITY:

- Ability to apply good sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to apply creative thinking to manage or resolve complex issues.

WORK ENVIRONMENT:

- Office environment with exposure to members of the public.
- Working independent of others and with moderate direction and collaboratively as a member of a team.

PHYSICAL DEMANDS:

- Manual dexterity – use of hands to operate computer and other work-related office equipment.

Date Revised: 2 March 2026
Date Approved: __ March 2026
Approved By: Clerk Treasurer and Council