



## **Employment Opportunity: Executive Assistant/Deputy Clerk**

The Township of North Dundas is a friendly, vibrant, growing community of over 12,000 people that is a southern neighbour to the Nation's Capital, Ottawa. We are currently seeking a positive, self-motivated, team-oriented individual to fill the position of Executive Assistant/Deputy Clerk.

Reporting to the Chief Administrative Officer, this position will provide support to the CAO and/or other Department Heads, including completing special projects like assisting with the implementation of an electronic filing system, as well as day to day support including drafting and reviewing correspondence, reports and tender documents, coordination of meetings and responding to inquiries. Our ideal candidate will also have the skills to manage office technology including cell phones and printers and trouble shoot minor computer and network issues in consultation with the SDG County IT support department. This position is also an opportunity to provide support to our Clerk in the 2022 municipal election.

Applicants must have a post-secondary diploma or degree in Business Administration or a related discipline and at least three (3) years' experience in an administrative role, preferably in a municipal environment. A strong knowledge and understanding of Provincial statutes including the Municipal Act, municipal by-laws and policies and procedures as they apply to municipal government is required.

This is a full time, 35 hours per week position. 2021 salary range \$49,298 - \$57,658.

A full position description including the skills and knowledge required follows below.

**To apply to become part of our team, please submit your resume and cover letter, clearly indicating the position you are applying for, by 1pm on Monday, October 25<sup>th</sup>, 2021 to:**

Township of North Dundas  
636 St. Lawrence St., PO Box 489, Winchester, ON K0C 2K0  
Fax: 613-774-5699  
**Email: [careers@northdundas.com](mailto:careers@northdundas.com)**

*The Township of North Dundas wishes to thank all applicants who apply, however, only those being selected for an interview will be contacted. The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavour to accommodate qualified candidates in all parts of the hiring process. Applicants need to make their needs known in advance. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.*

**TOWNSHIP OF  
NORTH DUNDAS**  
*JOB DESCRIPTION*

JOB TITLE: Executive Assistant/Deputy Clerk	LAST REVISION DATE: n/a
REPORTS TO: Chief Administrative Officer	Approved by: Council January 9, 2018
WAGE LEVEL: Grade Five	

**Position Summary:**

Reporting to the CAO, the Executive Assistant/Deputy Clerk is responsible for a wide variety of administrative duties in support of the CAO and/or other Department Heads eg. Public Works and Recreation. This position is also required to maintain confidentiality and professionally interact with employees, Council, management and the public. The role will also provide backup to the Clerk in his/her absence.

**Position Qualifications:**

- Post-secondary diploma or degree in Business Administration or a related discipline
- 3 years' experience in an administrative role in a municipal environment preferred
- Exceptional interpersonal and communication skills with a confident and pleasant disposition able to defuse tense situations with the public
- Excellent written communications and ability to proofread reports
- A strong commitment to public service with a demonstrated record of excellent attendance, punctuality and reliability
- Strong knowledge and understanding of Provincial statutes including the Municipal Act, municipal by-laws and policies and procedures as they apply to municipal government
- Ability to organize Departmental activities, meet deadlines and work under pressure
- Ability to prepare concise, accurate minutes and notes from meetings
- Proven organizational skills to prioritize and complete tasks within appropriate time frames
- Willingness to learn, to accept responsibility and demonstrate initiative
- Good problem-solving skills including the ability to research potential solutions and make a recommendation
- Adaptable to changing work environment and multi-tasking between unrelated disciplines
- Commitment to confidentiality and professional ethics
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point)
- General computer and network skills to be able to trouble shoot IT problems and find solutions in coordination with the County IT support department
- Familiarity with cell phones and ability to assist staff in trouble shooting problems and recommending cell phone models
- Ability to work with minimal supervision
- Familiarity with website and social media account maintenance

- Knowledge of Vadim and Book King, and eScribe software would be considered assets
- Knowledge of the TOMRMS filing system considered an asset
- AMCTO Municipal Administration Program completion or other municipal related training is considered an asset
- Familiarity with accounting concepts would be considered an asset
- Fluency in French would be considered an asset.
- Resourceful and flexible

**Other Requirements:**

- Valid Class G Driver's Licence
- Satisfactory criminal background check

**Position Description:**

- Provide administrative and office management support to the CAO and/or other Department Heads, eg. Public Works and Recreation.
- Schedule appointments, meetings, etc., prepare necessary materials for the CAO and/or Department Heads
- Prepare minutes and notes from staff, Committee and/or Council meetings
- Compose/prepare external and internal correspondence, memos, reports, by-laws and other confidential documents and papers.
- Review and edit documents, reports, including staff reports to Council and correspondence
- Manage internal and external communication with the CAO's office
- Maintain Administration files and records systems and ensure that confidential, sensitive and restricted corporate and employee information to which this position is privy is received/prepared, processed and protected.
- Maintain communications equipment/leases and office equipment leases/maintenance records, service calls, telephone system etc.
- Trouble shoot computer and network problems in consultation with County IT support department
- Maintain cell phones and cell phone contracts, monitor usage and recommend changes to plans and phones as necessary
- Take on special projects as assigned by the CAO eg. electronic complaints system, electronic records management system
- Present a positive and professional image of the municipality and the Administration department to all visitors, staff, Council and the public
- Act as Commissioner of Oaths
- Assist with municipal elections
- Provide backup for Township website and social media platforms
- Assist with front counter inquiries and cash receipting duties as required
- Secretary to Municipal Joint Health & Safety Committee and/or Health & Safety Committees including scheduling required training for employees
- Assist with general telephone inquiries as required

- Other duties shall be as assigned as required

**The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.**