



## **Employment Opportunities**

The Township of North Dundas is growing. As a result, we are currently seeking candidates to fill the following full time positions:

### **Administrative Assistant – Public Works Department**

### **Executive Assistant/Deputy Clerk – Planning, Building & Enforcement Department**

We are seeking motivated, well-organized and enthusiastic individuals to join our team and provide administrative services in the Municipal Office. Applicants must have good computer skills, be personable and possess excellent written and oral communication skills. Knowledge of accounting would be an asset. A valid driver's license is required.

Full position descriptions, including the skills and knowledge are included below.

To apply to become part of our team, please submit your resume and cover letter, clearly indicating which position you are applying for, by **1:00pm Friday, February 4, 2022** to

Township of North Dundas  
636 St. Lawrence St., PO Box 489, Winchester, ON K0C 2K0  
Fax: 613-774-5699  
e-mail: [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: Administrative Assistant	LAST REVISION DATE:
REPORTS TO: Director of Public Works	Approved by:
WAGE LEVEL: Grade Two 2021 range \$39,682 - \$46,413	EFFECTIVE DATE: December 7, 2021

**Position Summary:**

Reporting to the Director of Public Works, this position provides a variety of administrative and clerical support to the Public Works Department, and other Departments as needed. This position is also required to maintain confidentiality and professionally in interactions with employees, management and the public.

**Position Qualifications:**

- A minimum of Grade 12 education, post-secondary diploma in Administration or a related discipline is preferred
- Two years of experience in an administrative role with experience with the general public, preferably in a municipal environment
- Excellent interpersonal and communication skills with the ability to defuse tense situations with the public
- Excellent written communications with the ability to proofread documents
- A strong commitment to public service with a demonstrated record of excellent attendance, punctuality and reliability
- Ability to organize Departmental activities, meet deadlines and work under pressure.
- Organizational skills to prioritize and complete tasks within appropriate time frames.
- Willingness to learn, to accept responsibility and demonstrate initiative.
- Good problem-solving skills and 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.
- Proficiency 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
- Resourceful and flexible
- Ability to work with minimal supervision
- Familiarity with website and social media account maintenance

- Knowledge of Vadim and eScribe software would be considered assets
- Knowledge of the TOMRMS filing system considered an asset
- Familiarity with accounting concepts would be considered an asset
- Bilingualism would be considered an asset.

**Other Requirements:**

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

**Position Description:**

- Provide administrative and office support to the Director of Public Works and/or other Department Heads
- Schedule appointments, meetings, etc., prepare necessary materials and transcribe minutes as required.
- Prepare minutes and notes from staff or committee meetings, as required
- Compose/prepare external and internal correspondence, memos, reports, tenders, contracts, grant applications, by-laws, standard operating procedures (SOPs) and other confidential documents and papers for the Director of Public Works
- Manage internal and external communication with the Director of Public Work's office
- Present a positive and professional image of the municipality to all visitors, staff, Council and the public
- Enter any complaints received into complaints tracking system, assign to appropriate staff member and assist in maintaining the files
- 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.
- Sourcing products and obtaining pricing as needed and follow-up with vendors and consultants re delivery of goods and services
- Coordination with consultants and field staff on various projects
- Trouble shoot computer and network problems in consultation with County IT support department
- Take on special projects as assigned by the Director of Public Works
- Responsible for periodic water meter readings
- Coordinate and/or deliver notices to residents as required for things such as bill payment and water system repairs
- Administration of Ontario One Call locate requests
- Responsible for processing Municipal Consent Forms, driveway entrance and civic permits, etc.
- Assist in preparing templates for permits (ex. road closure)
- Act as back-up for crossing guards
- Assist in preparing invoices for works completed by Public Words Department
- Inventory and tracking material usage in summer and salt usage in winter

- Assist in municipal drain inquiries and researching historical correspondence (ex. drainage reports)
- Assist in researching grant opportunities and completion of funding/grant applications
- Provide backup coverage with front counter inquiries and cash receipting duties
- 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.**

**TOWNSHIP OF  
NORTH DUNDAS**

*JOB DESCRIPTION*

JOB TITLE: Executive Assistant/Deputy Clerk	LAST PREVIOUS REVISION DATE: November 26, 2019
REPORTS TO: Director of Planning, Building and Enforcement (PB&E)	Approved by Council on:
WAGE LEVEL: Grade Five	EFFECTIVE DATE: May 12, 2021

**Position Summary:**

Reporting to the Director of Planning, Building and Enforcement (PB&E), the Executive Assistant/Deputy Clerk to the Director of Planning, Building and Enforcement is responsible for a wide variety of administrative duties in support of the Planning Division, Building Division, By-law Enforcement Division, Canine Control, and Fire Department, including phone and front counter reception and performing cash receipting duties. This position is also required to maintain confidentiality and professionally interact with employees, Council, management and the public. The role will also provide occasional backup to the Clerk.

**Position Qualifications:**

- Post-secondary diploma or degree in Business Administration, Law Clerk Program 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.
- 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
- Commitment to confidentiality and professional ethics
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point)
- Familiarity with cell phones and ability to assist staff in trouble shooting problems and recommending cell phone models is considered an asset

- Ability to work with minimal supervision
- Adaptable to changing work environment and multi-tasking between unrelated disciplines
- Familiarity with website and social media account maintenance considered assets
- Knowledge of Vadim and CGIS software would be considered an asset
- Primer on Planning, AMCTO Municipal Administration Program completion, or other municipal related training is considered an asset
- Strong math or accounting skills to be able to balance cash receipting entries
- Familiarity with accounting concepts would be considered an asset
- Bilingualism 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 Planning, Building & Enforcement and Fire Service.
- Schedule appointments, meetings, etc., prepare necessary materials for the Director of PB&E and transcribe minutes as required.
- Research, compose/prepare external and internal correspondence, memos, reports, by-laws and other confidential documents and papers.
- Review all documents, reports, including staff reports to Council and correspondence prepared for executive signatures.
- Receive calls and assist caller in obtaining information related to their request to a successful conclusion.
- Maintain 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.
- Issue dog licences and maintain records, assist callers with lost dogs.
- Perform cash receipting for dog tags, parking tickets, building permits etc.
- Phone and front counter reception for the department.
- Receive complaints and forward to appropriate department personnel
- Screen and refer incoming telephone calls to appropriate staff members or take messages for absent or unavailable staff members.
- Provide the public with answers to frequently asked questions and other administrative guidelines of the municipality and other related agencies.
- Secretary to Committee of Adjustment, including scheduling of hearings
- Take on special projects as assigned by the Director of PB&E.
- Research and prepare grant applications.
- Assist with preparation of departmental budgets.

- Present a positive and professional image of the municipality to all visitors, staff, Council and the public.
- Assist the Clerk as required.
- Commissioner of Oaths
- 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.**