



## **Employment Opportunity – Township of North Dundas**

### **Assistant Administrator / Human Resources Coordinator (Permanent Full-Time)**

The Township of North Dundas is a growing municipality on the southern border of the City of Ottawa. It is a vibrant rural community that is home to a population of approximately 12,000 with municipal headquarters in the Village of Winchester. Our residents enjoy a mixed rural and urban lifestyle, excellent health care facilities including a local hospital, recreation facilities, live amateur theatre, and numerous community events throughout the year, including the popular *Meet Me on Main Street* event series.

The Township of North Dundas is seeking a motivated, organized team member for the position of *Human Resources Coordinator / Assistant Administrator*. As HR Coordinator / Assistant Administrator you will be a key support to the Chief Administrative Officer and assist with the coordination of human resources activities for the Township, including, but not limited to, recruitment, performance management, training and professional development for staff.

If you are seeking a rewarding career, where you can be a part of a team that makes a difference in the community, apply to join us, by submitting your resume and cover letter by 2:00 pm Friday May 10<sup>th</sup> to:

Mr. Benjamin de Haan P.Eng., Interim CAO  
Township of North Dundas  
636 St. Lawrence St.,  
P.O. Box 489  
Winchester, ON,  
K0C 2K0

Email: [careers@northdundas.com](mailto:careers@northdundas.com)

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. A full job description follows below.

If you require this document or any other documents in an alternative format, please contact our office at (613) 774-2105. Should you require any special accommodations to apply or interview for the position with the Township of North Dundas, we will endeavor to make such accommodations. All applications will be held in strict confidence. 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*

<b>JOB TITLE:</b> Assistant Administrator/Human Resources Coordinator	<b>LAST REVISION DATE:</b>
<b>REPORTS TO:</b> Chief Administrative Officer	<b>APPROVED BY:</b>
<b>SALARY RANGE:</b> Grade 7 (\$71,891-\$85,585 – 2024 rate)	<b>EFFECTIVE DATE:</b> April 11, 2024

**Position Summary:**

Reporting to the CAO, the Assistant Administrator/Human Resources Coordinator provides support to the Chief Administrative Officer and manages the human resources activities of the Township. The position is responsible for managing human resource functions in coordination with the Township Department Directors, including recruitment, performance management, training and development. The position also provides the CAO with confidential, administrative support including research, drafting and editing reports and presentations, liaising with Department Heads on projects, and responding to inquiries from Council, staff and the public.

**Position Qualifications:**

- Post-secondary degree in Business Administration, Human Resources, Law or a related discipline. An equivalent combination of education and experience may be considered.
- Minimum of 4 years related progressive work experience supporting an executive office and coordinating human resource functions, preferably in a municipal setting.
- Advanced computer skills in Microsoft Office (Word, Excel, Powerpoint, Outlook).
- Excellent organization skills, attention to detail, ability to manage multiple projects with tight deadlines and work in a fast-paced environment.
- Exceptional interpersonal, negotiation and communication skills with a confident and pleasant disposition, able to defuse tense situations with employees and the public.
- Excellent written communications and ability to proofread, format, edit and author documentation including reports, grant applications, employment contracts and correspondence.
- Good analytical reasoning and problem-solving skills including the ability to research potential solutions and make a recommendation.
- Commitment to a high level of respect for confidentiality and professional ethics.
- Ability to work with minimal supervision.

- Resourceful and flexible
- Familiarity with accounting concepts would be considered an asset.
- Knowledge of Sharepoint, Access E11, Vadim, eScribe and Zoom would be considered assets.
- Bilingualism would be considered an asset.

#### **Other Requirements:**

- Valid Class G Driver's License
- Satisfactory police criminal record check

#### **Key Responsibilities:**

##### **Human Resources**

- Provide advice and support to the full cycle recruitment and selection process including but not limited to, create/review/update job descriptions, coordinate process for pay equity job evaluations, create job advertisements/postings, pre-screen applicants, create job-specific interview questions and tasks, schedule interviews, participate in interviews as required, conduct reference checks, prepare draft employment offers and coordinate onboarding for new employees.
- Provides consistent HR support and guidance across the organization.
- Prepares employment letters and communication for staff including but not limited to, status change letters/forms, contracts, pay increases, etc.
- Organizes orientation and internal training for new employees as well as mandatory annual training.
- Compiles, organizes, updates, and ensures personnel records are safely secured for privacy purposes.
- Liaises with legal counsel, SDG's *Human Resources Manager*, and other municipal counterparts to ensure the organization's compliance with employment legislation and best practices. Reviews and updates policies and practices to comply with legislation and as directed to maintain compliance.
- Coordinates professional development, training, certification activities and associated return of service agreements to promote the professional development of staff.
- Monitors the annual performance review process and timely completion of performance evaluation forms.
- Works with the CAO, Department Heads and the Deputy Treasurer to provide administrative support and file maintenance on short and long-term disability leaves, WSIB claims and return to work programs or accommodations.
- Ensures a high level of respect for confidentiality of both the organization and staff as per the Freedom of Information and Privacy Protection Act (FIPPA) and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

### **Administration**

- Researches, prepares, edits, and/or proofreads correspondence, reports, memos, and presentations as directed by the CAO.
- Follows up with internal and external inquiries on behalf of the CAO, including liaising with Council and the senior leadership team as necessary.
- Identifies, prepares, researches, and compiles necessary materials to ensure the CAO has the appropriate information for meetings, reports, presentations, and special projects.
- Supports corporate initiatives (e.g. Strategic Plan, Business Plan, etc.) and tracks corporate and departmental initiatives and work plans.
- When requested, arranges and schedules internal/external meetings/appointments/conferences for the CAO, and coordinates meeting logistics (agendas, rooms, technology, etc.) and travel.
- Maintain cell phones and cell phone contracts, monitor usage and recommend changes to plans and phones. Maintains an inventory of staff IT resources (computers, printers, other IT devices) and works with the Township's IT provider to implement replacement plans and upgrades.
- Provides a positive image and high standard of customer service and public relations services for the office of the CAO; monitors any incoming complaints and ensures the issues are communicated to the CAO.
- Performs related duties as assigned.

### **Working Conditions and Environment:**

- Fast paced work environment with tight deadlines
- This position will be based at the North Dundas Municipal Office in Winchester, Ontario
- Normal office hours are 35 hours per week, Monday through Friday, however there may occasionally be extended hours and/or required attendance at Council meetings or events outside of normal business hours.

**The foregoing 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.**