



## JOB DESCRIPTION

<u>Position:</u> <b>Administrative Assistant</b>	<u>Date:</u> February 2018
<u>Affiliation:</u> Temporary Part–Time (Non-Union)	<u>Issued By:</u> CAO

### **Purpose of Position:**

Under the direction of the Municipal Clerk and Deputy Clerk, the Administrative Assistant will assist in the project management, planning and implementation of the municipal election processes and related activities, in consultation with the Municipal Clerk to ensure a free, fair and democratic 2018 Municipal Election.

### **Reporting Relationships:**

**Directly** – Chief Administrative Officer /Clerk, Deputy Clerk

**Indirectly** – Treasurer/Deputy CAO

### **Key Responsibilities:**

- Performs various Administrative duties;
- Assists with providing leadership, oversight and coordination of 2018 Municipal Election;
- Assists in the implementing procedures related to election;
- Ensures integrity of the election process by carrying out tasks in accordance with *Municipal Elections Act*, *Accessibility for Ontarians with Disabilities Act*, and any other legislation relevant to the position;
- Assists with the implementation of Municipal Election communication materials, which includes preparation of information packages for candidates, website content and notices for publications required by the Municipal Elections Act, and the dissemination of information to the public and candidates regarding the election process;
- Prepares, updates and revises election materials including Voters' Lists, information pamphlets, election handbooks, voter information, training materials, forms, etc.;
- Assists with external contractors for the provision of election equipment and technology and maintains a range of external contacts that include staff at the Municipal Property Assessment Corporation to exchange information during the election process;
- Receive and respond to information requests from the public, candidates, co-workers, government agencies, vendors, service providers and other stakeholders regarding the election process;
- Register/assist with the registration of voters, third-party advertisers and nomination of candidates; prepare and/or procure, distribute, collect and secure associated documents, forms, signage and other materials;
- Perform revisions to the Preliminary List of Electors; revise, maintain, finalize, produce and distribute the Voters' List;
- Coordinates council training session and Election Assistant's training with the telephone/internet service provider;
- Works with consultants providing election software & technology;

- Assists in coordinating the staff, supplies & equipment necessary to implement the Municipal Election;
- Coordinates voting statistics;
- Completes post-election reporting and tasks;
- Other duties as may be assigned;

**Education and Experience:**

- Post-secondary diploma in Business Administration or a related discipline or previous municipal sector experience
- Minimum of two years of experience in a progressive administrative position;

**Knowledge:**

- Applied, technical knowledge of computer hardware and software, particularly MS Office, Excel and database applications
- Technical knowledge of office procedures/protocols/equipment
- Excellent general office administration knowledge and organizational skills

**Skill and Ability:**

- Attention to detail
- Customer service orientation
- Problem-solving skills
- Tact, professionalism and integrity
- Teamwork and cooperation
- Written and verbal communication skills
- Ability to read, understand and apply legislation and regulations
- Ability to operate and troubleshoot hardware, software and office equipment
- Ability to independently prioritize, organize and complete multiple assignments simultaneously
- Ability to independently monitor work output and quality and make decisions

**Work Demands:**

- Standard office environment
- Some degree of coordination and speed required to operate computer keyboard, office equipment
- Some judgment required in prioritizing assignments
- Some tasks are subject to unyielding deadlines
- Situations are general covered by legislation, procedures, standards and precedents
- Errors may cause significant delays in related operations, result in legal implications and compromised the election
- Regular work with confidential information
- Obtain and maintain “clean” criminal reference verification (bondable)
- Work schedule changes during project
- Work beyond the traditional work day may be required
- Some travel to training locations

**Scope:**

- a) *Financial* – Minimal – taking of payments when required
- b) *Operating* – adhere to approved financial policies and procedures with attention to data entry detail;
- c) *Personnel* - work as a team player with other administrative staff members.

**Working Relationships:**

Inside the Corporation:	Chief Administrative Officer /Clerk	Municipal Staff
	Deputy Clerk	Financial Analysts
	Treasurer/Deputy CAO	Department Heads
	Mayor and Council	

Outside the Corporation:	General Public	Municipal Governments
	Provincial Government	Suppliers
	Consultants & Sales Associates	Boards/Agencies

**Working Conditions:**

Usual hours of work are based on 22.5 hours, 3 days per week [8:00 a.m. to 4:00 p.m.] at the Municipal Office  
Travel is required. On occasion may be asked to work overtime on short notice to meet deadlines.