



The Corporation of the
Township of Algonquin Highlands
requires a

Public Works Administrative Assistant

The Township of Algonquin Highlands with a permanent population of 2,600 and a seasonal population exceeding 10,000 is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

The Township of Algonquin Highlands is seeking applications from qualified persons for the position of Public Works Administrative Assistant.

Reporting to the Public Works Manager, the Public Works Administrative Assistant provides effective and efficient administrative support to the Public Works Manager.

The preferred candidate will possess the following qualifications:

- Post-Secondary diploma in Business or Office Administration is an asset.
- Diploma in Municipal Administration or willingness to obtain.
- Minimum of three (3) years' experience in progressively responsible related positions sufficient to demonstrate competency and knowledge of all aspects of municipal government.
- Excellent interpersonal, administrative communication and organizational skills including the ability to multi-task and establish priorities daily.
- Ability to maintain confidentiality where mandated or required.
- Committed to customer service excellence, with a firm knowledge of best practices in the municipal administration field.
- Proficiency in computer software applications (including but not limited to Word, Excel, Outlook, Power Point and Township-specific programs) as well as Cloud-based programs.

Salary Range: \$26.94 - \$30.32/hour (35 hours/week)

Algonquin Highlands offers a competitive salary, excellent benefits package, and enrollment in OMERS Pension Plan. Join a dedicated team that strives to make us the best place to live, work and play.

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process,

upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

We thank all applicants; however, only those selected for an interview will be contacted.

To Apply:

Qualified candidates are invited to submit a cover letter and resume by **3:00 pm on Wednesday, March 27, 2024** to:

Dawn Mugford-Guay, Human Resources Coordinator
Township of Algonquin Highlands
1123 North Shore Road
Algonquin Highlands, ON K0M 1S0
Email: dmugfordguay@algonquinhighlands.ca

Complete job description follows.



Township of Algonquin Highlands

Job Description

Position: Public Works Administrative Assistant
Department: Public Works
Location: Public Works Office – 1095 North Shore Road
Reports to: Public Works Manager

Purpose

Reporting to the Public Works Manager, the Public Works Administrative Assistant provides effective and efficient administrative support and assistance to the Public Works Manager.

Responsibilities

- Provides first response to incoming telephone calls and requests for information. Provides responses if applicable, redirect inquiries to appropriate staff person.
- Maintains inventory and provides procurement for all office supplies.
- Maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Maintains the Township's paper filing (physical and electronic) through the records management system.
- Receives entrance permit applications and schedules inspections (where possible).
- Assists with Council report preparation.
- Prepares, processes, and tracks work orders.
- Assist in updating, research and development of new guidelines and policies for the Public Works Department.
- Compile and track aggregate information and census reporting.
- Assists the Manager to oversee the work of contractors.
- Compile and track equipment services and repairs.
- Assists in processing invoices under the supervision of the Public Works Manager.
- Provides administrative support for all infrastructure-related matters.
- Provides administration assistance with preparing, modifying, and managing procurement documents.
- Maintains vehicle maintenance, inspection records and quarterly reports in electronic format.
- Research and schedule training courses for Public Works staff when required.

- Provide a comprehensive range of administrative support and coordination of departmental matters.
- Maintains data collection and reporting (winter patrols).
- Maintains fleet inventory including CVOR and annual license plate renewals.
- Provides all general administrative functions such as photocopying, scanning and shredding.
- Perform other related tasks or responsibilities as may be assigned.

Education

- A post-secondary diploma in Business or Office Administration is an asset.
- Diploma in Municipal Administration or willingness to obtain.

Knowledge and Skill

- Three (3) years' experience in progressively responsible related positions sufficient to demonstrate competency and knowledge of all aspects of municipal government.
- Excellent interpersonal, administrative, communication and organizational skills including the ability to multi-task and establish priorities daily.
- Ability to maintain confidentiality where mandated or required.
- Committed to customer service excellence, with a firm knowledge of best practices in the municipal administration field.
- Proficiency in computer software applications (including but not limited to Word, Excel, Outlook, Power Point and Township-specific programs) as well as Cloud-based programs.

Hours of Work

Normal hours of work are 8:00 a.m. to 3:30 p.m., Monday through Friday. Hours/days of work will vary seasonally, as noted. Extra time may be required to complete tasks and meet deadlines, etc. during certain times of the year. Overtime shall be accumulated in accordance with Township policy and approved by the Public Works Manager.

Winter Hours: November – April

8:00 a.m. – 3:30 p.m. Monday to Friday

½ hour unpaid lunch daily

Summer Hours: May - October

8:00 a.m. – 5:00 p.m. Monday to Thursday

½ hour unpaid lunch daily

Working Conditions

- Work is performed in a normal office environment. Incumbent has the ability to move freely to reduce fatigue.
- Majority of working day is spent reviewing documentation and working on a computer.
- Periods of intense concentration with a need for attention to detail and accuracy.
- Deadlines may cause stress.

Impact of Error

Errors, incorrect judgment or otherwise, may result in legal or other repercussions to the Township.