



The Corporation of the
Township of Algonquin Highlands
requires an
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 Administrative Assistant.

Reporting to the Treasurer, the Administrative Assistant provides effective and efficient administrative support to the Treasurer, Clerk, Fire Chief and Public Works Manager. The position is responsible for providing general reception and also back up to the Tax Administrator and the Deputy Treasurer.

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 on a daily basis.
- 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).

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

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.

For a detailed job description, please visit our website at www.algonquinhighlands.ca

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

Algonquin Highlands offers a competitive salary, compressed workweek, 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.

Qualified candidates are invited to submit a cover letter and resume by **3:00 p.m. on Tuesday, November 21, 2023** to:

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



Township of Algonquin Highlands

Job Description

Position: Administrative Assistant
Department: Finance/Clerk/Fire Services/Public Works
Location: Municipal Office – 1123 North Shore Road
Reports to: Treasurer

Purpose

Reporting to the Treasurer, the Administrative Assistant provides effective and efficient administrative support and assistance to the Treasurer, Clerk, Fire Chief and Public Works Manager. This position is responsible for providing general reception and back up to the Tax Administrator and the Deputy Treasurer.

Responsibilities

Reception/Tax

- Receives and distributes all incoming emails, faxes and regular mail and courier packages. Receives and processes outgoing mail and courier packages.
- Provides first response to incoming telephone call and requests for information. Provides responses if applicable, redirects inquiries to appropriate staff person.
- Provides first response to front counter customer service.
- Maintains inventory and provides procurement for all office supplies, materials, and refreshments relative to the administrative and Council functions.
- Receives and processes tax receipts. Prepares bank deposits.
- Balances all general receipts (Visa, Cheque, Debit, Cash). Prepares and prints reconciliation report for approval by Treasurer.
- Prepares regular deposits for general receipts to the bank. Prepares and provides all bank deposit information to the Treasurer for approval.
- Balances Point of Sale machine daily.
- Assists the Tax Administrator with distribution and mailing of all tax bills as required.
- Assists the Tax Administrator with processing and balancing of tax receipts (Visa, Cheque, Debit and Cash) as required. Prepares and provides all bank deposits as required.
- Assists the Tax Administrator with filing of all tax reports as required.
- Assists the Deputy Treasurer as required.

- Maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.

Assistant to the Clerk

- Supports the Clerk's Department in all its functions.
- Maintains the Township's paper filing system, including Roll files.
- Provides administrative support and coordination of project files.
- Performs all general administrative functions such as photocopying, scanning and shredding.
- Provides back-up reception duties when required.
- Other related duties as assigned.

Assistant to the Fire Chief

- Maintains filing system for the Fire Chief.
- In conjunction with the Fire Chief, determines appropriate data to be recorded in Fire Pro.
- Consolidates call reports.
- Conducts data entry of relevant components of Municipal Risk Assessment and Fire Master Plan.
- Maintains training records in electronic format.
- Analyzes and develops automated reported functions (to eliminate manual report preparation).
- Compiles training records for forecasting of training needs.
- Prepares invoices for cost recovery from insurance companies, MTO, etc.
- Attends necessary and/or approved educational workshops, seminars, or webinars.
- Other related duties as assigned.

Assistant to the Public Works Manager

- Maintains filing system for the Public Works Manager.
- Receives entrance permit applications, processes payments, schedule inspections (where possible).
- Assists with Council report preparation.
- Provides all general administrative functions such as photocopying, scanning and shredding.

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 on a daily basis.

- 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).

Hours of Work

Normal hours of work are 8:00 a.m. to 5:00 p.m., 4 days per week.

Extra time may be required to complete tasks and meet deadlines, etc. during certain times of the year. Overtime may be accumulated in accordance with Township policy and approved by the Treasurer.

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 and working on a computer.
- Deadlines may cause stress.

Impact of Error

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