



CORPORATION OF THE TOWNSHIP OF MCKELLAR

JOB DESCRIPTION- Administrative Assistant/Receptionist

Prepared:	February 2023
Department:	Administration
Reports to:	Clerk/ Administrator
Supervises:	Directly: None.
Wage Range	Under review.

POSITION SUMMARY

To provide effective and efficient secretarial support to the Clerk Administrator, Deputy Clerk and the C.B.O.
To ensure that the day-to-day activities in the administrative office are performed in an effective and efficient manner.

DUTIES and RESPONSIBILITIES

Operational

- a. Performs receptionist duties.
- b. Types departmental correspondence such as forms, letters, documents, reports, by-laws, minutes etc. within established time frames as required by Clerk Administrator.
- c. Provides information to the public with respect to By-Laws and Resolutions of Council and general inquiries.
- d. Files and ensures departmental filing is current and complete all the while ensuring security and confidentiality.
- e. Receives payments and issues receipts: Building Permits, Trailer Licenses, Planning Fees, Property Taxes, Community Hall Rentals, Memory Bricks etc.
- f. Takes water samples from the Community Centre building to be sent for testing as required.
- g. Acts as administrative support to Chief Building Official and the Treasury Assistant
- h. Co-ordinates the Swim program, T-Ball program and Community Hall bookings
- i. Assists in the registration of participants to various township programs
- j. Co-ordinates the Township signboards, associated fees/invoicing, updating list of vendors and mapping.
- k. Issues trailer licences and maintains a record of same.
- l. Orders Memory Bricks for the Community Centre and keeps a record of such.
- m. Receives Community Centre rental requests and keeps a record of rentals and damage reports.
- n. Performs a variety of administrative/office tasks to support all departments.
- o. Word processes a variety of reports, forms, memoranda, resolutions, agenda minutes, by-laws, and correspondence and ensures confidentiality.
- p. Aids in sending/ mailing various planning notices.
- q. Answers desk/wicket, emails and telephone inquiries and provides information.
- r. Maintains 9-1-1 civic addressing system.
- s. Assists in setting up public meetings and workshops.
- t. Liaises with seniors' groups for community centre functions.
- u. Keeps name, addresses, phone numbers up to date and forwards information to MPAC regularly.
- v. Provides administrative support to Council/staff committees as required.
- w. Picks up mail, communicates with courier service, date stamps and distributes mail and faxes to staff.
- x. Maintains appearance of entrance way and desk by keeping bulletin boards and brochure display stocked and up to date.



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- y. Issues user permit cards (e.g. landfill)
- z. Creates signs, notices, flyers, etc.
- aa. Organizes Office
- bb. Transfers Deeds, updating TMM with property information and ownership changes
- cc. Issues Tax Certificates to mail
- dd. Creates a Township welcome package, and distributes same for new residents (recycle bags, information from the Township and local businesses)
- ee. Opens/Closes the office and Community Centre daily for activities and public washrooms to be open 9:00 am to 4:00 pm
- ff. Maintains the key registry
- gg. Communicates with the Custodian on the needs of Office and Community Centre, and Reports any issues to the Director of Operations and/or Clerk Administrator
- hh. Assists the public with the selection of cemetery plots
- ii. Prepares invoices and issues indenture for the sale of cemetery plots
- jj. Maintains cemetery maps, ownership cards and other relevant records
- kk. Posts relevant information on the Township website
- ll. Performs other duties as assigned by management.

Financial Resources

- a. Assists Treasurer in issuing tax bills and arrears notices to maintain the Township's cash flow.

Although not required presently, it would be an asset to have experience in the following financial tasks:

- a) Receiving payments and ensures deposit to appropriate General Ledger account.
- b) Performing accounts payable and accounts receivable functions.
- c) Assisting Treasurer in ensuring the formulation and administration of the annual operating and capital budget for the Corporation including asset inventory.
- d) Assisting Treasurer in issuing tax bills and arrears notices to maintain the Township's cash flow.
- e) Assisting Treasurer with grant research and applications.
- f) Verifying and balancing daily cash audits.
- g) Preparing daily bank deposits.
- h) Maintaining all bills and invoices to be paid and submitting them weekly to the Treasurer as a warrant for approval for payment and maintaining necessary files on bills, invoices, statements, and correspondence.
- i) Preparing checks in payment of Town bills as approved by Treasurer.
- j) Assisting the Treasurer with payroll based on the report of hours worked as submitted and approved by the department heads.
- k) Assisting the Treasurer on posting payroll.
- l) Assisting the Treasurer with reconciling and balancing bank balances.
- m) Assisting in collecting and issuing receipts for registrations, taxes, and fees and providing other services at the counter as needed.
- n) Attending any training sessions, workshops, or seminars deemed appropriate.

Human Resources

- a. Generally works under the supervision of Clerk Administrator

Material Resources

- a. Proper maintenance and care of general office equipment and computers.



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Knowledge

- a. Two years of office related experience and skilled word processing.
- b. Knowledge of the use of office computer and municipal record keeping systems (TOMRMS)
- c. Records Management System and archives as per Retention By-Law
- d. General knowledge of Township By-laws, policies and procedures
- e. Ability to multi task and prioritize
- f. Good customer service skills
- g. Attention to detail

Interpersonal Skills

- a. Frequent internal and external contacts requiring tact, discussion and interpretation of information

DEMANDS AND WORKING CONDITIONS

Work is performed in a standard office setting and requires extensive computer work, concentration and sitting. This requires extensive visual concentration and frequent keyboarding. Frequent exposure to public criticism and phone/counter interruptions.

Physical

- a. Minimum level of physical effort required

Mental

- a. Work is performed under the general direction of the Clerk Administrator, the Deputy Clerk and the C.B.O.
- b. Judgement is exercised in:
 - prioritizing workload to ensure the deadlines are met
 - Ensuring the timely preparation of the Clerk Administrator's correspondence using time management skills to prioritize the urgency of the file ensuring deadlines are met.
 - Responding courteously to visitors and callers, and screening and referring incoming calls and public requests for information to the appropriate staff member.

Physical Environment

- a. Works in an office environment

Psychological Environment

- a. Work is subject to scheduled rigid deadlines
- b. Work is subject to frequent interruptions and occasional and emotional situations
- c. Work requires multi-tasking