

- There is a requirement to attend evening and ~~out of town~~ meetings.
- There is a requirement for a high degree of concentration to produce accurate work and meet deadlines at the same time

JOB REQUIREMENTS:

Education:

- Successful completion of Grade 12.
- Accreditation in secretarial studies from a recognized institution
- Alternatively, strong experience in a similar position

Certification:

- CPR/First Aid
- WHIMS

Experience:

At least two years of experience in a secretarial or office assistant capacity, with strong background in computer use and word processing.

Skills:

- Excellent multitasking skills
- Excellent keyboarding skills
- Effective research skills
- Excellent problem-solving skills

Knowledge

- Good knowledge of general office procedures
- Good knowledge of government structure
- Thorough knowledge of Town by-laws
- Good knowledge of current affairs
- Good knowledge of the Town (demographics, geography, infrastructure, history)

Ability

- To communicate effectively orally and in writing
- To work effectively as part of a team
- To work effectively with Councillors, co-workers, ratepayers, tourists, professionals and the general public
- To deal effectively with the public
- To deal effectively with persons with special needs

- To work effectively under pressure and meet deadlines
- To operate office equipment effectively
- To manage workload effectively
- To effectively document Town procedures
- To work effectively with a minimum of supervision
- To optimize the value of every dollar through leveraging of Town and other assets/dollars

Personal Suitability:

- Initiative
- Effective interpersonal and communication skills
- High energy level
- Professionalism
- Honesty and integrity
- Objectivity and open mindedness
- Flexibility
- Reliability and dependability
- Neatness and tidiness
- Accuracy
- Tact and discretion
- Dedication
- Willingness to learn
- Well organized

CRITICAL ACCOUNTABILITIES

Should Client Service not come first?

1. Town Hall Operations

- a comprehensive, accurate and up to date Town Hall schedule is in place
- Council, Committee of the Whole, all Committees of Council, and Board of Police Commissioners minutes are prepared within 48 hours of any meetings
- minutes are accurate and well written
- all outstanding items from the minutes indicate who is responsible for what and when
- complaints, compliments and suggestions are all well

documented and forwarded to the appropriate person for follow-up

2. Filing System

- includes all departments (i.e. all staff are effectively using the system)
- up to date
- accurate (correct order, etc.)
- records disposal schedule established and followed
- files are regularly purged and archived as required

3. Grant Writing

- Source and apply for funding according to the direction of the strategic plan
- grant opportunities are identified and either acted upon or assistance is sought for application writing to ensure no missed opportunities

4. Marketing / Special Events

- Works with local and external business groups, organizations and individuals to assist in the coordination of events in the Town
- Liaises effectively with businesses, organizations and individuals
- all significant projects and events are well planned well in advance
- all known community events are promptly posted to the community calendar on the website