

# Job Description

## Administrative Assistant

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

The Administrative Clerk is responsible for providing administrative and clerical services in order to ensure effective and efficient operations.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The Administrative Clerk reports to the Senior Administrative Officer and is responsible for providing administrative and clerical services. Providing these services in an effective and efficient manner will ensure that municipal operations are maintained in an effective and efficient manner.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Provide administrative support to ensure that municipal operations are maintained in an effective, up to date and accurate manner

### Main Activities:

- Type correspondence, reports and other documents
- Maintain office files
- Open and distribute the mail
- Take minutes at meetings
- Distribute minutes
- Coordinate repairs to office equipment

2. Provide support to Council to ensure that Council is provided with the resources to make effective decisions

### Main Activities:

- Maintain confidential records and files
- Maintain records of decisions
- Arrange for payment of honorariums
- Research and assist with the preparation of motions, policies and procedures
- Review and edit reports to the Board
- Prepare correspondence for Board members
- Prepare documents and reports on the computer
- Schedule Board meetings
- Prepare agendas for Board meeting

- Prepare packages for Board meetings
- Attend board meetings
- Record minutes and submit minutes for approval

4. Provide receptionist services

Main Activities:

- Greet and assist visitors
- Answer phones
- Direct calls and respond to inquiries

5. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ knowledge of office administration and bookkeeping procedures
- ✓ knowledge of council and committee systems
- ✓ ability to maintain a high level of accuracy confidentiality concerning financial and employee files

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ excellent interpersonal skills
- ✓ team building skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ attention to detail and high level of accuracy
- ✓ very effective organizational skills
- ✓ effective written communications skills
- ✓ computer skills including the ability to operate spreadsheet and wordprocessing programs
- ✓ stress management skills
- ✓ time management skills
- ✓ ability to speak the local language

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of the Finance and Administration Officer. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

The incumbent would normally attain the required knowledge and skills through completion of office procedures coursework combined with related administrative experience. Equivalencies will be considered.

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Administrative Clerk will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Administrative Clerk will also have to do some lifting of supplies and materials from time to time.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The incumbent is located in a busy, open area office. The incumbent is faced with constant interruptions and must meet with others on a regular basis.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering financial information which requires attention to detail and high levels of accuracy.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues.

## CERTIFICATION

<hr/>	<hr/>
Employee Signature	Supervisor's Title
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Printed Name                      Date	Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Senior Administrative Officer's Signature                      Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.