

## **TOWNSHIP OF MCKELLAR**

### **POSITION TITLE: ADMINISTRATIVE/TREASURY ASSISTANT**

**REPORTING RELATIONSHIP:** Clerk Administrator and Treasurer

### **PURPOSE OF POSITION:**

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

### **RESPONSIBILITIES**

- Performs receptionist duties.
- Types departmental correspondence such as forms, letters, documents, reports, by-laws, minutes etc. within established time frames as required by Clerk Administrator.
- Provides information to the public with respect to by-laws and resolutions of Council and general inquiries.
- Files and ensures departmental filing is current and complete all the while ensuring security and confidentiality.
- Receives payments and issues receipts.
- Takes water samples from the community centre building to be sent for testing
- Acts as administrative support to Chief Building Official.
- Ensures that Emergency Plan for the Township is updated regularly.
- Co-ordinates aspects of Waste Management and reporting functions.
- Updates information on the Township's Website.
- Co-ordinates EDC activity and swim programs.
- Assists in the registration of participants to various township programs
- Co-ordinates the Township signboards and associated fees.
- Issues trailer licences and maintains a record of same.
- Orders bricks for the Community Centre and keeps a record of such.
- Receives community centre rental requests and keeps a record of rentals and damage reports.
- Ensures that the HWIN program is functional.
- Performs a variety of administrative/office tasks to support all departments.
- Word processes a variety of reports, forms, memoranda, resolutions, agenda minutes, by-laws, and correspondence and ensures confidentiality.
- Answers desk and telephone inquiries and provides information.

- Maintains 9-1-1 civic addressing system.
- Assists in setting up public meetings and workshops.
- Liaises with seniors' groups for community centre functions.
- Assists public with selection of cemetery plots, schedules interments, and co-ordinates with public works, funeral homes, and monument companies.
- Prepares invoices and issues indentures for sale of plots.
- Maintains cemetery maps, ownership and other relevant records.
- Receives payments and ensures deposit to appropriate General Ledger account.
- Assists in accounts payable and accounts receivable functions.
- Keeps name addresses up to date and forwards information to MPAC regularly.
- Provides administrative support to Treasurer in the compilation and management of the annual budget.
- Provides administrative support to Council/staff committees as required.
- Picks up mail, communicates with courier service, date stamps and distributes mail and faxes to staff.
- Maintains appearance of entrance way and desk by keeping bulletin boards and brochure display stocked and up to date.
- Issues user permit cards (e.g. landfill)
- Creates signs, notices, flyers, etc.
- Sells books, maps, etc.; orders office supplies as required.
- Performs other duties as assigned by management.

## **2. Financial Resources**

- Assists Treasurer in ensuring the formulation and administration of the annual operating and capital budget for the Corporation including asset inventory.
- Assists Treasurer in issuing tax bills and arrears notices to maintain the Township's cash flow.
- Assists Treasurer in accounts payable and accounts receivable.

## **3. Human Resources**

- Generally works under the supervision of Clerk Administrator and Treasurer.

## **4. Material Resources**

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

## **SKILL**

### **5. Knowledge**

- Two years of office related experience and skilled word processing.

- Knowledge of the use of office computer and municipal record keeping systems.
- Knowledge of website management.
- General knowledge of Township by-laws, policies, and procedures.
- Ability to multi task and prioritize.
- Good customer service skills.
- Attention to detail.

**6. Interpersonal Skills/Contacts**

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

**EFFORT**

**7. Physical**

- Minimum level of physical effort required.

**8. Mental**

- Work is performed under the general direction of the Clerk Administrator and the Treasurer/Tax Collector/Deputy Clerk.

**Judgement is exercised in:**

- Prioritizing workload to ensure 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.

**WORKING CONDITIONS**

**9. Physical Environment**

- Works in an office environment

**10. Psychological Environment**

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

I have received, read and will comply with this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date