



**Job Description  
Administrative Assistant**

<b>Document No.</b>	MMJ-028
<b>Date of Issue</b>	2023-08-16

<b>Date Effective</b>	August 2023		
<b>Department</b>	Administration	<b>Date Reviewed</b>	
<b>Responsible To</b>	Chief Administrative Officer		

**Position Summary**

The Administrative Assistant performs secretarial and clerical duties for the Chief Administrative Officer, Director of Works & Operations, Mayor and Council and other Management Staff as required. This position requires independent action and a high degree of confidentiality in matters related to City Council, City Management, Economic Development and in matters relating to labour relations.

**Qualifications**

- Post-secondary education in a recognized Business College and/or 3 years of relevant experience, previous Municipal experience would be an asset.
- Must be able to carry out duties with minimum supervision under the direction of the Chief Administrative Officer.
- Must be able to maintain strict confidentiality.
- Must have a high computer proficiency.

**Duties and Responsibilities**

- Types and distributes material required for Council and Committee meetings - memos, letters, reports, by-laws, resolutions, agendas, Board of Revision.
- Composes letters and memoranda as necessary.
- Prepare Proclamations, Letters of Greeting and Messages from the Mayor for signature.
- Prepare agreements for land sales, purchases, and leases.
- Types confidential correspondence and reports for Management Staff and Department Heads.
- Organizes public receptions/functions as required.
- Answer and refer inquiries and complaints from the public.
- Schedule meetings, appointments, travel arrangements as required.
- Files and maintains records, correspondence, reports, provincial statutes, minutes, and maintains file index.
- Updates and maintains manuals - Policy, Operations, Emergency, By-Law index.



**Job Description**  
**Administrative Assistant**

<b>Document No.</b>	MMJ-028
<b>Date of Issue</b>	2023-08-16

**Duties and Responsibilities**

- Maintain Forms and Forms Listing.
- Maintain various listings, including Honourary Citizens, Telephone Listings, Council, Committee
- Acts as a Commissioner for Oaths when necessary.
- Schedules and co-ordinates the use of Council Chambers and Boardroom by both City Staff, Council and outside groups.
- Responsible for outgoing mail - ensuring postage is maintained.
- Responsible for printer/fax machine in - ensuring paper and toner supplies are maintained, receiving incoming messages, distributing, and arranging for repair when necessary.
- Tracks receipts of monies for purchases of boards on the Boardwalk, prepare letters and mail Certificates of Purchase.
- During Election years, is responsible for the preparation work for the election, under the discretion of the Chief Administrative Officer, including preparation of forms, securing of workers and facilities.