

Friday, June 03, 2022  
External Posting  
to be posted until position is filled.

**TEMPORARY ADMINISTRATIVE ASSISTANT – GENERAL AND FINANCE**

The Municipality of Magnetawan is currently seeking applications for the position of

TEMPORARY - Administrative Assistant – General and Finance  
(expected to be between 12 to 18 months)  
with an anticipated start date of: June 20, 2022

The Temporary Administrative Assistant – General and Finance is the primary customer service representative for the Municipality of Magnetawan and provides secretarial, clerical, treasury, and related support to the Municipality. As such, Magnetawan requires a person with exceptional interpersonal skills, strong familiarity with office technology and software, and an ability to survey the working landscape for opportunities to increase efficiency and improve procedures.

The Temporary Administrative Assistant – General and Finance position offers an excellent introduction to municipal administration and provides insight into the ways in which the Municipality of Magnetawan supports our residents and visitors.

This is a Temporary full-time unionized position of 35 hours a week, typically Monday to Friday between the hours of 8:00 am – 5:00 pm at a rate of \$25.86 per hour (after July 01, 2022 \$26.25) plus benefits and OMERS pension package as per CUPE Local 1813-11 C.A. As per the agreement, internal candidates will be considered first.

A complete job description is attached.

Send your cover letter and resume outlining your qualifications by email in a pdf file to Nicole Gourlay, Deputy Clerk – Planning and Development at [ngourlay@magnetawan.com](mailto:ngourlay@magnetawan.com). We will be conducting rolling interviews for this position.

We thank all applicants, but only those candidates selected for an interview will be contacted.

The Municipality of Magnetawan is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

*Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.*

<b>JOB TITLE:</b>	Administrative Assistant – General and Finance
<b>CLASSIFICATION:</b>	Temporary Full-time, Unionized (expected between 12 – 18 months)
<b>DEPARTMENT:</b>	Administration/Treasury
<b>REPORTS TO:</b>	Deputy Clerk – Planning and Development
<b>SALARY:</b>	wage, benefits, and pension package, as per CUPE Local 1813-11 C.A. \$25.86, after July 01 2022 - \$26.25

### **POSITION SUMMARY**

To provide administrative and treasury support as needed to both the Administrative and Treasury departments.

### **DUTIES & RESPONSIBILITIES**

#### **Front Counter / Office (30%)**

- Greet, assist, and/or direct visitors and the general public in a knowledgeable and courteous manner
- Independently resolve customer issues or forward as required
- Receive, direct and relay email, telephone, and fax messages
- Collect and process payments (i.e. internet, cash, cheque) and issue receipts
- Respond to zoning inquiries by providing forms/policies, locate information, mapping, and data
- Coordinate facilities bookings
- Process licenses and permits (e.g., trailer licenses, dog tags, landfill cards, entrance, 911 numbers)
- Update address changes and building reports for MPAC
- Set alarms and lock doors for security of facilities
- Manage the telephone system, including updating daily answering service messages
- Monitor the info@magnetawan.com e-mail account and deals with inquiries as necessary
- Pickup and sort daily mail, open and sort
- Assist with assembling and issuing of tax bills and tax collection, assist with issuing late tax payment notices, and reply to tax inquiries.

#### **General (35%)**

- Perform general clerical tasks including: filing – paper and electronic, data entry, public notices, advertisements, tenders, and other tasks as may be assigned
- Coordinate purchasing, repairs and installations of office equipment and office supplies
- Scan records to server for records management
- Maintain the annual by-law index for the office and website
- Assist with public notifications, newsletters, postings, flyers and other advertisements as needed
- Assist with year-end reports for outstanding trailer and encroachment licenses
- Manage Municipal complaints and/or inquiries systems
- Provide assistance to the Building Department
- Update municipal website and social media platforms as needed
- Assist with Planning and Procurement postings and processes including notifications
- Assist with Clerk's Department as needed including Council and Public Meeting administration

### **Treasury (35%)**

- Balance cash receipts, and complete deposit documents
- Maintain notes under the VADIM computer program
- Process accounts payable – data entry, cheque printing, filing
- Assist the Treasurer to generate tax receivable reports, tax certificates and process monthly penalty/interest on outstanding taxes
- Maintain petty cash and emergency fund cash floats
- Assist the Treasurer as needed

### **Other:**

- Participate in programs, and courses for training and professional development

\*This position, as with others, requires the staff member to perform other related duties as may be assigned\*

## **SUPERVISORY REQUIREMENTS**

No direct or indirect supervisory requirements.

## **CREDENTIALS/EXPERIENCE REQUIRED**

- Completion of a college program in business, public administration, office administration or related field or equivalent or comparable work experience, preferably in a municipal office setting.
- Demonstrated knowledge of office and bookkeeping procedures.
- Strong skill-set working with computers and office technology, including Microsoft Office Suite, Adobe, as well as website and social media platforms.
- Excellent oral and written communication skills.
- Ability to maintain confidential and sensitive information.
- Ability to work independently and to collaborate and participate effectively as a member of a team.
- Adaptability and flexibility within a constantly changing work environment.
- Demonstrates sound work ethic, attention to detail, ability to exercise sound judgement and initiative, and ability to prioritize work and multi-task.
- An understanding of relevant municipal legislation, policies, and procedures is an asset.
- Experience with Vadim/iCity, GIS systems and other municipal software an asset.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Work is conducted in an office environment with some exposure to criticism from the public. Requirement to balance priorities, verbally communicate to exchange information, deal with constant interruptions and changing demands during the course of a work day; occasions whereby an extremely short amount of time is available to complete a project or task (regularly); wide variety of tasks requiring ability to manage multiple projects; while maintaining a pleasant, professional and positive demeanor.
- Requirement for sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate office equipment and vehicle;

Normal hours of work are 35 hours per week, Monday to Friday, during the hours of 8:00 am – 5:00 pm as required, inclusive of a half-hour unpaid lunch.