MUNICIPALITY OF MORRIS -TURNBERRY
Job Description

Position Title  Administrative Assistant
Department  FINANCE/ADMINISTRATION
Report to Title  CAO/Clerk and the Chief Building Official

This job description last updated on ………February 6, 2019 …………

Position Details
Position status: Permanent Part time employee
Pay method: Hourly
Pay Range  $22.00 to $27.49 per hour
Normal workweek: 25 hours or as required
Overtime > 44 hours in a week: Overtime paid after 44 hours

A – POSITION DESCRIPTION

1. Scope of Position:
   1. Performs clerical and secretarial duties for the Building Department and Drainage department, or as required.

2. Key Responsibilities:

Program Delivery

(a) Provides effective and courteous customer services to municipal staff and members of public, both in person, by written correspondence and on the telephone according to the Municipal Freedom of Information and Protection of Privacy Act.
(b) Responds to front counter and telephone inquiries concerning drainage, building, plumbing and septic permit information, application fees and servicing requirements.
(c) Reviews all permit applications for completeness for building and drainage
(d) Schedules site inspections for the building department
(e) Compiles information for monthly and year end tracking of building and drainage data (Drainage Assessments, Notices, Site meetings, Building Permit Summary, Statistics Canada, MPAC data) as required by the CBO & DSI
(f) Maintains databases, file management and permit/development tracking systems.
(g) Supports the by-law enforcement officer by providing information to the officer and to the public including by-laws and procedures (signs, heritage, zoning, property standards, parking)
(h) Assists in providing up to date information for building and drainage on the websites

(i) Acts as counter receptionist and provides information and other assistance to all inquiries for the Building and Drainage Departments, or as required;

(j) Performing all other duties as assigned.

Agree………………

**Human Resources:**

(k) To act as a strong team player to ensure an effective and efficient municipal organization;

Agree………………

**Material & Information Resources:**

(l) Proven knowledge and experience in customer service;

(m) To maintain an accurate filing system of documents;

(n) Doing research as required for the CAO/Clerk or the Chief Building Official/Drainage Superintendent.

Agree………………

**Financial Resources:**

(o) to perform any financial duties as may be assigned by the CAO/Clerk and or Chief Building Official/ Drainage Superintendent.

Agree………………

3. **Key Relationships**

   **Internal**
   Chief Building Official/Drainage Superintendent: daily interaction regarding Municipality operations
   Other office staff members: daily interaction
   Other department heads: as required for inter-department activities
   Other department staff members: as required for inter-department activities

   **External**

   Public: daily regarding Municipality operations eg: telephone and in person and email.
   Municipal Contractors & Other Professionals: as appropriate

   *Strong communication skills are beneficial to perform this position.*

   Agree ————————————

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4. Decision Making (Includes Judgement & Problem Solving)

The Administrative Assistant works under the direct supervision of the Chief Building Official/Drainage Superintendent.

The Administrative Assistant is encouraged to make recommendations to the Chief Building Official/Drainage Superintendent for improving the efficiency and effectiveness of the duties.

Judgement is required:
- to complete the task once assigned to designated quality level;
- to report operational issues to the Chief Building Official/Drainage Superintendent;
- to deal with members of the public, as required;
- to deal with other department heads, as required;

Agree  ------------

B – POSITION SPECIFICATIONS (QUALIFICATIONS & SKILL)

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously.

1. Formal Education and Training

   Minimum education required:
   Secondary School Diploma - (Grade 12) or equivalent
   College diploma in a business course.
   Valid Driver’s Licence for municipal travel
   Training in drainage, as required;
   Minimum Designation required: None required

   Agree  ------------

2. Work Experience

   Minimum Years Preferred
   Experience in a municipality One

   Agree  ------------
3. Communication & Interpersonal Skills (Includes Written)

- Ability to communicate effectively, orally and in writing.
- Ability to project a professional appearance and image to the public, at all times.
- A person performing this position must be cautious in relaying municipal information to the public. Discretion must be used to concur with Rules of Conduct in the Personnel Policy

Agree ------------

4. Motor Skills

- Manual motor skills are required to operate a keyboard, to adequately perform the duties of the Administrative Assistant;
- Ability to lift heavy boxes of files and transport files from various storage.

Agree ------------

5. Other Key Skills (Excludes Communication and Motor Skills)

- Strong time management skills.
- Well organized.
- Ability to work in fast paced environment.
- Working knowledge of records management.
- Ability to operate in a computerized environment.

Agree ------------

C – WORKING CONDITIONS & EFFORT

1. Physical Environment & Effort
   The physical working environment is comfortable, normally indoor in an office. The work is physically demanding.

   Agree ------------

2. Mental Environment & Effort
   There is moderate mental strain resulting from the work of the Administrative Assistant.

   Agree ------------
I have reviewed the above job description and ticked off each section indicating my agreement. It is accurate and complete except as I have noted at ________________________________.

Direct Supervisor ________________________________
Signature ________________________________
Date: ________________________________

I have reviewed the above job description and initialed each section indicating my agreement. It is accurate and complete except as I have noted at ________________________________.

Name of Staff ________________________________
Signature ________________________________
Date: ________________________________