

Administration Assistant- Operations
Municipality of Powassan
Task List
2024-07-15

Summary: Provides a variety of administrative support to the Manager of Operations, CBO, and other municipal departments as required.

Location:	Powassan	Group:	(none)
Department:	Administration	Family:	
Scenario:	all jobs	Reports To:	Treasurer/DOCS
Job Id:	41	Last Update:	2024-07-15

Tasks:

Administration

1. Performs a variety of secretarial and administrative functions.
2. Maintains accurate records, prepares reports, issues correspondence, codes invoices, and conducts research.
3. Assists with the administration of the municipal website, social media and newsletter.
4. Acts as Secretary for committees as assigned by Council or supervisor.
5. Performs functions associated with municipal utilities and assists with coordinating ongoing projects.
6. Orders materials for maintenance activities and arranges for deliveries and pickups as required.
7. Receives and compiles information for infrastructure maintenance and asset management planning.
8. Maintains winter maintenance records and ensures ongoing compliance with CVOR and other governing legislation.
9. Orders locates as required for underground infrastructure prior to excavation.
10. Enters and maintains CGIS program data.
11. Answers and responds to departmental inquiries. Resolves routine inquiries and escalates to supervisor as required.
12. Maintains records of complaints received from the public and follows up on inquiries to ensure resolution.
13. Assists with the preparation of tenders and requests for proposals, and coordinates quotations with prospective contractors.
14. Responsible for booking all municipal facilities and ensuring that payments have been received.
15. Manages municipal keys and ensures keys are signed in and out.
16. Collects information from staff, Council, and the community for various communications.
17. Maintains records for commercial garbage pickup and landfill receipts, and assists with quarterly billing.
18. Maintains records for repairs and maintenance of all municipal vehicles and equipment.
19. Assists with timesheets and activity logs; maintains records of employee hours of service, training, and assists in arranging courses and other training or certification activities.
20. Coordinates the sale of surplus municipal assets.
21. Performs various administrative functions for the CBO as directed.
22. Provides coverage for the Administrative Assistant- Corporate Services as required.
23. Assists with coordinating meetings and room bookings, including arranging travel requirements, accommodations, and scheduling for trips and out-of-town functions.
24. Issues various information materials and forms to public, including faxing and photocopying.
25. Assists with municipal elections.
26. Provides backup support for the Front Reception as required.

Administration

27. Maintains records of insurance and WSIB for contracts.
28. Conducts walkthroughs and acts as health and safety representative.
29. As required, assists with various aspects of the Municipality's recreational programming.
30. Assists with the administration of the fitness centre including providing tours, processing applications, and responding to emails.
31. Sets up rooms before and after events as required.
32. Performs other duties as assigned by management.

Skills and Abilities

33. Thorough knowledge office skills and practices, preferably in a municipal setting though training and direct experience.
34. Minimum grade 12 education with two years related experience.
35. Strong organizational and priority setting skills.
36. Working knowledge of computer software programs, specifically Word, Excel, Outlook and internet browsers.
37. Good keyboarding skills and understanding of common office equipment.
38. Excellent written, oral and public communication skills.
39. Good customer service skills on phone and in person.
40. Ability to deal with difficult situations and people in a tactful and helpful manner.
41. Confidentiality is essential.