

Job Title: Administrative Assistant (Entry Level)

Job Category: Administration

Department/Group: Administration
Location: Hardisty
Travel Required:
Level/Salary Range: \$18-23/hr
HR Contact: Chief Administration Officer

Applications Accepted By:
Fax or E-mail:
(780)888-2200 sandy@hardisty.ca
Subject Line: Administrative Assistant (Entry Level)
Attention: Chief Administrative Officer
Mail:
Town of Hardisty
Attn: Chief Admin. Officer – Administrative Assistant (Entry Level)
PO Box 10
Hardisty, AB T0B 1V0

FUNCTION/PURPOSE:

Under the direction of the Chief Administrative Officer, develop, implement and co-ordinate effective secretarial, clerical, and administrative procedures in the area of municipal finance, development permit follow-up, bylaw and policy. There will be a general and broad performance and training in a variety of secretarial, clerical, and administrative tasks with a financial background and reporting requirements. As well as any other assigned duties. This will be considered an entry level position.

KEY RESPONSIBILITIES (% time)

Training in the Area of Development Permit Duties

- Assist with the development, implementation, and coordinate effective clerical procedures for tracking of development permits and safety code permits.
- Provide administrative support to both the safety codes and development services in accordance with the Land Use Bylaw and the adopted Quality Management Plan and provide a link between the development and safety codes permitting processes.
- Coordinate the administrative and secretarial duties for processing development permits and infractions
- Coordinate, track, and distribute payments to the appropriate accounts for monies received for subdivision and/or developments;
- Liaise with public works in regard to development and infrastructure concerns
- Answer queries from the public, research and assist in the processing of applications and complaints relating to development
- 20%

Training in the Area of Financial clerical duties

- Provide back-up to the Finance Co-ordinator in the processing of accounts payable, accounts receivable and review the coding of income and expenses relating to these areas.
- Accept utility and tax payments for application to their appropriate accounts
- Set up of preauthorized payments for utility and tax payment purposes
- Perform monthly utility bill runs accurately for billing purposes in co-ordination with the Finance Co-ordinator
- Provide assistance during property tax billing time to ready notices for mailing purposes.

- 40%

Customer Service and Communication

- Possess tactful and courteous customer service skills, excellent organizational skills and have the ability to work in a demanding fast paced environment independently and in a team.
- Develop analytical and communication skills, both written and verbal.

- The ability to communicate effectively with public, supervisors, and other staff, and to foster positive work relationships
- Answer telephone and e-mail inquiries with regard to municipal services and community services.
- Direct incoming calls to the proper departments regarding property and utility enquiries that fall beyond the scope of routine transactions.
- Determine and direct calls that would be for public works based on urgency, sales or routine maintenance.
- Distribute and collection of incoming & outgoing mail
- Assist the Marketing Assistant with the co-ordination of public open houses, community events and council meeting preparation.
- Assist in the booking of events for the Hardisty Community Hall and the organization of janitorial requirements and supplies.

- 40%

Risk Management & Safety

- It is the responsibility of the Town of Hardisty employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer.
- Incumbents are responsible for ensuring that operations are performed with the utmost regard for the safety and health of all personnel, and for promoting proper attitudes towards safety and health in themselves and in those they supervise.
- Hazard Assessment and Risk Assessment for Roads, Solid Waste, Water, Wastewater, Stormwater Management, Developer Requirements, are contained in the Town of Hardisty Safety Manual

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS

EDUCATION:

Completion of grade 12

Post secondary education or work experience equivalency in office administration would be an asset

EXPERIENCE:

1yr or less in office experience.

PREFERRED SKILLS:

Ability to analyze and review for accuracy

An understanding of policy and procedure

Knowledge in Microsoft Office

Effective communication in a team related environment.

WORKING CONDITIONS:

- Ongoing interruptions, phone and electronic communications
- Identified job hazards: Dealing with disgruntled people, sitting for long periods of time along with extensive computer & typing periods. Some lifting is required to file or obtain documents in storage.
- Additional hours based on operational demands, may require attendance to some evening meetings.

Reviewed By: Sandy Otto – Acting CAO

Date: August 10, 2015

Approved By: Council

Date: September 8, 2015

Last Updated By:

Date/Time: