

TAY VALLEY TOWNSHIP

Position Description: Clerks Department – Office Assistant – Summer Student

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

DIRECTLY RESPONSIBLE TO: Clerk

INDIRECTLY RESPONSIBLE TO: Planner
Treasurer

KEY ACTIVITIES

1. Conduct research related to corporate policies and procedures.
2. Prepare content for updates to the Township website.
3. Research the Lanark County Vital Signs 2017 report data pertinent to the Township to develop wellness indicators which will be used in decision making.
4. Prepare background materials to support outreach to local indigenous groups with respect to Truth and Reconciliation.
5. Identify biodiversity information related to the two new parks within the Township.
6. Undertake records management tasks, including creation of files, indexing documents, scanning and filing.
7. Provide clerical/secretarial support to the Clerk and the Clerk's Department.
8. Provide clerical/secretarial support to the Planner and the Building and Planning Department.
9. Provide clerical/secretarial support to the Treasurer and the Finance Department.
10. Perform other related duties as assigned.

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FACTOR DESCRIPTION

1. Qualifications

- Between 15 and 30 years of age
- Registered as a full-time student during preceding academic year and intends to return to school on a full-time basis during the next academic year
- Valid Driver's License
- Safety Boots – if required

2. Knowledge

- Ability to deal with the public and internal staff in a pleasant, positive, professional manner
- Excellent communication skills
- Ability to perform secretarial and administrative skills with a high degree of accuracy
- Strong time management and organizational skills
- Ability to take initiative
- Punctual and reliable
- Team oriented

3. Experience

- Excellent computer skills, proficiency using Outlook, Word, Excel and PowerPoint, Publisher would be considered an asset
- Capable of carrying out duties with minimal supervision
- Conducting research would be considered an asset
- Website content development would be considered an asset
- Tourism promotion would be considered an asset

4. Complexity/Problem Solving

- Follows prescribed practices, verbal and written instructions
- Refers questions and complaints to the appropriate staff member or supervisor

5. Mental Effort

- Mental effort is required for the entire day to remember priorities and to maintain composure when dealing with interruptions

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6. Physical Effort

- May be required to sit for extended periods of time while using the computer and to meet deadlines
- May be required to lift boxes of paper weighing 20 kilograms

7. Impact of Decisions

- Failure to provide secretarial, clerical and administrative services in an efficient and effective manner will result in disruptions in the provision of services.

8. Financial Authority

N/A

9. Supervision

N/A

10. Policies and Procedures

- Required to work under established policies and procedures
- Follows the policies and procedures of the Township

11. Contacts – Interpersonal Skills

Internal Contacts: Clerk
Planner
Treasurer
Administrative Assistant – Corporate
Administrative Assistant – Building and Planning
Administrative Assistant - Finance
All Township Staff

External Contacts: General Public

12. Work Environment

Township Municipal Office.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-service meetings regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

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13. Working Conditions and Pressure

Work is subject to operational requirements and deadlines.

Required to travel, primarily within the municipality.

Normal Working Hours are Monday to Friday, 8:30 a.m. – 4:30 p.m., 35 hours per week for up to 15 weeks.