

## **TAY VALLEY TOWNSHIP**

### **Position Description: Administration – Modernization Projects Intern – Temporary Full Time**

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:** Acting CAO/Clerk

**INDIRECTLY RESPONSIBLE TO:** Planner  
Public Works Manager  
Treasurer

### **KEY ACTIVITIES**

1. Research, plan and oversee the implementation of various modernization projects, including but not limited to:
  - a. Online Property Tax Look-Up;
  - b. Asset Management Software;
  - c. Building Department Financial Review – updating by-laws, policies, fees;
  - d. Records Management Policy and Program.
2. Determine and define project scope and objectives and create a workplan.
3. Predict resources needed to reach objectives and manage resources in an effective and efficient manner.
4. Track project costs in order to meet budget.
5. Develop and manage a detailed project schedule and work plan.
6. Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress.
7. Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables.
8. Utilize best practices, techniques, and standards throughout entire project execution.
9. Monitor progress and make adjustments as needed.
10. Measure project performance to identify areas for improvement.
11. Maintain electronic and hard copy office records in accordance with the Township's records management system.
12. Perform other related duties as assigned.

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## FACTOR DESCRIPTION

### 1. Knowledge

- A strong understanding of local government administration
- A strong desire to work in municipal management and administration
- Experience working with community groups or involvement with volunteer community organizations
- A demonstrated understanding of the importance of ethics in the public sector
- Flexibility in terms of work hours and job requirements
- High level knowledge and analysis capabilities
- Excellent communication skills
- Strong work ethic and high level of responsibility
- Ability to take initiative
- Team oriented

### 2. Experience

- A bachelor's university degree and/or three-year college diploma in a municipally relevant program of study
- A commitment to apply theory to work in a municipality
- Work or volunteer experience that is related to the skills needed in municipal administration
- Willingness to relocate to a host municipality if necessary
- Three reference letters (work, educational or volunteer related)
- Excellent computer skills, proficiency using Outlook, Word, Excel and GIS
- A valid Ontario driver's license
- The ability to work in Canada

### 3. Complexity/Problem Solving

Determines work priorities.

Responsible for all aspects of implementing various modernization projects under the supervision of the Acting CAO/Clerk or designate or senior managers of various departments.

### 4. Mental Effort

Administration within a municipal corporation is a complex and rapidly evolving environment. Mental effort is required for the entire day to cope with a wide range of tasks and shifting priorities, and to maintain composure when dealing with interruptions.

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**5. 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.

**6. Impact of Decisions**

The effectiveness in which key activities are undertaken will affect the success of the implementation of the modernization projects.

**7. Financial Authority**

N/A

**8. Supervision**

N/A

**9. Policies and Procedures**

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

**10. Contacts – Interpersonal Skills**

Internal Contacts: Acting CAO/Clerk  
Planner  
Chief Building Official  
Treasurer  
Public Works Manager  
All Township Staff

External Contacts: Suppliers  
Other Municipal Employees  
Other Public Agencies

**11. Work Environment**

The duties of the position are performed primarily in an office environment.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services 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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**12. Working Conditions and Pressure**

Township Municipal Office – Office Area.

Normal Working Hours are Monday to Friday - 8:30 a.m. – 4:30 p.m. with an hour lunch. Additional overtime may be required.

Dated – January 26, 2022