

Administration Job Description

The Administrative role is responsible for the following:

To assist and lead a variety of administrative tasks in the Municipal Office under the direction of the CAO.

Responsibilities

- Prepare and assist in development of By-Laws & Policies
- Responsible for coordinating activities with our By-Law Enforcement officer and animal control officer as directed
- Review and approve Municipal tax certificates
- Responsible for social media accounts, websites ensuring they are updated and accurate as per policy or CAO direction
- Prepare and assist with grants as per direction of the CAO
- Organize all facility scheduling, facility planning and operations (Arena's, parks, campground)
- Assist with special events as directed and conference booking
- Report to and advises on matters concerning recreation, policies, regulations, facility rates, resolutions etc.
- Create and place Municipal advertisements including those required by legislation
- Works together with community groups on projects, to assist with grant applications
- Oversee the Digital Filing System (Laserfiche) and other programs such as All-net.
- Work with Municipal IT support (Solutions IT) about computer issues in the office
- Assist with clerical/administrative support duties including reception related duties, invoicing, utilities, preparing bank deposits, tracking and filing documents, and file maintenance.
- Data entry and processing correspondence.
- Any other municipal tasks as directed