



## **Municipal Administrative Assistant Permanent Full-Time**

### **Full job description**

The Township of Chapleau is a community with a population of approximately 1,960 residents. Located on CP Rail's transcontinental route at the north end of Highway 129. Activities such as fishing, hunting, snowmobiling, skiing, boating, festivals and other recreational opportunities make it an attractive friendly northern community.

### **Position Responsibilities**

Reporting to the Chief Administrative Officer, the Municipal Administrative Assistant is responsible for providing administrative support to departmental staff and for delivering superior customer service to residents and ratepayers accessing municipal services. The key duties of this position require exceptional organizational and accuracy skills in combination with an ability to manage multiple tasks while adhering to legislative deadlines.

The usual responsibilities are:

- Acts as first point of contact in the office for the public, answering enquiries over the telephone or in person, providing routine information and referring caller/visitor to appropriate staff member when required.
- Receives, logs and distributes incoming mail, faxes and emails to appropriate party either manually or electronically.
- Processes all outgoing mail, and schedules and coordinates scheduling of courier pick-ups, etc.
- Receives payments over the counter, through a variety of methods. Posts all tax and general payments to the journal and issues receipts using the municipal computer program.
- Assists with preparing and distributing various contracts for different services provided by the municipality
- Assists in preparing Lottery Licences, Marriage Licences, Death Registrations
- Assists with maintaining and managing the filing system for both electronic and paper records in accordance with the records retention by-law.
- Works with MPAC to make sure that the Municipality system agrees with MPAC
- Performs all administrative support services which includes but not limited to the production of all forms, correspondence, reports, statements and presentation materials on behalf of the CAO and Treasurer.
- Provides support corporate wide for municipal projects with respect to corporate and department initiatives and goals.

### **Qualifications and Experience**

- Completion of post-secondary education in Business Administration, Finance or related field.
- A minimum of 2 (two) years of administrative experience involving contact with the public and senior management.



- Completion of Municipal Administration Program (MAP) and from the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) considered an asset.
- Working knowledge of the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act and Alcohol and Gaming Corporation Act is an asset.
- Knowledge of computer applications and software (Microsoft Office Suite, Adobe, Vadim, PowerPoint).
- Excellent interpersonal and communication skills with the ability to interact effectively and courteously with all levels of staff and contacts in a customer service-excellence environment. Confidentiality is a requirement of this position.
- Bilingual – English and French an asset.

### **Hours of Work/Rate of Pay**

Salary for this position is \$55,470-\$62,432, based on 35 hours/week. Typical hours are Monday – Friday 8:30 a.m. – 4:30 p.m.; offering a comprehensive benefits package and participation in OMERS.

### **How to Apply**

To apply, email a cover letter and resume in PDF format clearly marked “Municipal Administrative Assistant” in confidence to the attention of Judith Meyntz, Chief Administrative Officer at [cao@chapleau.ca](mailto:cao@chapleau.ca)

**Closing Date: November 11<sup>th</sup>, 2024 at 5:00 p.m.**

Personal information contained in application will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56

We thank all applicants who apply, however, only those considered for an interview will be contacted.

### **Accessible Accommodations**

The Township of Chapleau is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Chapleau will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process.

Benefits:

- Company pension
- Dental care
- Disability insurance
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- Vision care

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