



**Public Works Administrative Assistant
Eight (8) month Contract
Job Posting #: 2023-34
Closing Date: September 25, 2023 – 4:30pm**

The City of Owen Sound is seeking experienced and qualified applicants for the contract role of Public Works Administrative Assistant. The position will provide administration and technical support, to the Public Works division and provide backup support to the other administrative positions within the Public Works & Engineering Division.



Owen Sound is a diverse and culturally rich community located on the southern shores of Georgian Bay in Southern Ontario, approximately two hours north of Toronto, and on the doorstep of the Bruce Peninsula. Owen Sound is the largest urban community in Grey and Bruce counties characterized by a magnificent harbour and bay, two winding rivers, tree-lined streets, an extensive parks system, and tree-covered hillsides and ravines. Urban convenience is reconciled with balanced lifestyle in this welcoming, vibrant and growing community. Enjoy visits to galleries, library, theatres, museums, festivals, local shopping and dining.

The successful candidate will have a diploma in office administration, accounting, business or a related field and three years of administrative/office coordinator experience. Municipal experience is considered an asset.

Additional Skills/Competencies/Requirements:

- Must be capable of working on own initiative, handling responsibilities with limited supervision and projecting a pleasant, courteous and diplomatic image.
- High level of sound and independent judgment, reasoning, and discretion.
- Strong computer skills specifically financial software and Microsoft Office, including excel, word processing, spreadsheets, e-mail, and presentation software.

- Excellent communication skills, written, verbal and electronic, including word processing, spreadsheets, e-mail clients, and presentation software.
- Advanced communication, customer service and public relations skills.
- Strong analytical and problem solving skills.
- Ability to maintain high level of confidentiality.
- Familiarity with Council/Committee procedures, minute taking, agendas etc.
- Superior time management skills, multitasking skills, and the ability to prioritize tasks.
- Ability to establish effective working relationships with others.
- Familiarity with monitoring of municipal budget process would be an asset.
- Strong knowledge of general office procedures involving procurement, travel arrangements, budget management, reports, and so on.
- Resourceful and flexible.
- Meticulous record maintenance skills.
- Strong customer service and interpersonal skills.
- Basic knowledge of the Occupational Health & Safety Act and the ability to work in a safe manner.

The annual salary range for this position is \$51,473- \$62,77 and the City offers a comprehensive 100% employer-paid Extended Health & Dental program and OMERS pension.; To explore this opportunity further, we invite applicants to forward their resume and cover letter Monday, September 25, 2023 at 4:30pm to:

Human Resources Manager
 City of Owen Sound
 E-mail: hrjobposting@owensound.ca

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the *Human Rights Code* and the *Accessibility for Ontarians Disabilities Act*, in all aspects of the hiring process, upon request. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will only be used for candidate selection.



JOB DESCRIPTION

Department: Public Works & Engineering

Division: Public Works

Job Title: Administrative Assistant

Employee Group: Non-Union

Direct Supervisor: Public Works Superintendent

Revision Date: April 2018

Position Summary and Scope:

Reporting to the Public Works Superintendent, the Public Works Administrative Assistant provides administrative support to the Public Works Division. In addition, the position provides backup support to the other Administrative support positions within the Public Works & Engineering Department.

Duties and Accountabilities:

General

Office administration and technical support for the Public Works Division including correspondence, telephone inquiries and accounting duties.

Maintain working schedule and engagement calendar for the Public Works Superintendent well as scheduling public and internal meetings as directed.

Receive and dispatch staff to respond to public enquiries and complaints. Maintain efficient and effective systems for tracking of service requests including policies for follow-up and communication within designated timelines.

Receive requests for and coordinate the issuance of permits for activities within City rights of way, including locates.

Coordinate office activities ensuring timely follow-up to all inquiries, track and complete action items, ensure urgent issues are addressed and/or redirected throughout the day.

Work with the Division Supervisors and Managers to establish efficient and effective procedures and policies for files and record systems for the division. Maintain files and record systems for the divisions ensuring compliance with procedures and record retention policies in keeping with the TOMRMS system.

Process data entry relating to the City Asset Management program and generate work orders.

Review, monitor and maintain division policies and procedures on an ongoing basis.

Maintain office inventory.

Prepare correspondence and committee reports for approval. Review all documentation prepared for proper format, content, grammar and spelling.

Create and maintain databases for tracking department information including but not limited to agreements, contracts, leases, and notices.

Perform file and literature searches, preparatory to the writing of correspondence and reports for attendance at meetings by the Public Works Superintendent.

Maintain contact with community groups, agencies, organizations and other levels of government on behalf of the Public Works Superintendent and deal with all contacts in a courteous and efficient manner to promote a high standard of public relations at all times.

Liaise with internal divisions and external agencies on behalf of the Public Works Superintendent as required.

Assist in maintaining effective and co-operative liaison between the Division and other City Divisions, the Director' Offices, City Manager's Office, Members of Council, and the Mayor's Office.

Have knowledge of the emergency plans. Perform Scribe duties for the Public Works Superintendent. Act as backup Scribe for the Director of Public Works if required.

Fuel Reconciliation and Tracking

Administers the Clothing Allowance procedures for Operations staff in accordance with CUPE 1189-01 Collective Agreement and management direction.

Data entry of Public Works employee timesheets for payroll processing.

Undertake from time to time special projects as assigned by the Public Works Superintendent.

Perform such other related duties as assigned.

Meetings

Assist the Public Works Superintendent with the preparation of reports and presentations.

Organize, prepare and distribute notices of committee meetings departmental meetings, seminars, workshops, special projects and events. Prepare and distribute agendas and reports for committee consideration. Attend meetings and take minutes. Distribute approved minutes for follow up action.

Review Council and Committee minutes. Identify directions applicable to the division and distribute to the appropriate staff members for follow up action. Track directions for the divisions and confirm that all directions have been completed in a timely fashion.

Draft, notices, newspaper advertisements and media releases. Circulate to the Communications Advisor for review prior to distribution to media outlets and posting on social media sites.

Accounting

Check and assist in coding invoices for approval and payment.

Record time, equipment, and material usage on divisional activities.

Prepare purchase orders, check and assist in coding invoices for approval and payment.

Coordinate the preparation and monitoring of the division operating and capital budget, ensuring divisional budgets are prepared in accordance with City guidelines and submitted within established timeframes.

Employee Health & Safety Responsibilities:

Carry out work in a safe manner, preventing safety hazards to the incumbent and others;

Actively participate in all COS safety initiatives and trainings;

Report all hazards, incidents, accidents, near misses, injury or illness promptly to your supervisor; complete all requested documentation.

Follow all COS policies and procedures as well as the Occupational Health and Safety Act.

For a detailed description of worker responsibilities see the Occupational Health and Safety Act Part III Section 28

Educational Requirements:

College Diploma or Equivalent

Details – Specialty, major etc.:

Two year post-secondary diploma in office administration, accounting, business or a related field

Skills and Competencies at the working level:

Must be capable of working on own initiative, handling responsibilities with limited supervision and projecting a pleasant, courteous and diplomatic image.

High level of sound and independent judgment, reasoning, and discretion.

Strong computer skills specifically financial software and Microsoft Office, including excel, word processing, spreadsheets, e-mail, and presentation software.

Excellent communication skills, written, verbal and electronic, including word processing, spreadsheets, e-mail clients, and presentation software.

Advanced communication, customer service and public relations skills.

Strong analytical and problem solving skills.

Ability to maintain high level of confidentiality.

Familiarity with Council/Committee procedures, minute taking, agendas etc.

Superior time management skills, multitasking skills, and the ability to prioritize tasks.

Ability to establish effective working relationships with others.

Familiarity with monitoring of municipal budget process would be an asset.

Strong knowledge of general office procedures involving procurement, travel arrangements, budget management, reports, and so on.

Resourceful and flexible.

Meticulous record maintenance skills.

Strong customer service and interpersonal skills.

Basic knowledge of the Occupational Health & Safety Act and the ability to work in a safe manner.

Experience at the working level:

Previous Work Related Experience (# of years or months):

Minimum three years administrative/office coordination experience. Municipal experience is considered an asset.

Positional on-the-job training required (# of weeks or months):

Six months on the job training to learn city policies and procedures

Working Relationships:

The Administrative Assistant works very closely with the Public Works & Engineering Department staff including Facilities, Engineering Services, Water/Wastewater, Airport, and Transit. The incumbent must maintain excellent relations with City Council, Committees of Council, general public, service providers and various other government offices.

Independence of Decision Making:

Has established policies & procedures Yes

Supervisor or lead hand usually available Yes

Problem solves within clear guidance and/or past practice Yes

Physical Demands: Length of time/repetition/weight in average working day.

Computer Use: 5-7 hours daily

Walking: Limited

Standing: Limited

Sitting: 5-7 hours daily

Lifting: Minimal. Will be required to lift and carry materials and equipment to internal or external meetings. Up to 50lbs

Ladder Climbing: Yes

Exposure: Indoor office work environment.

Other: [Click here to enter text.](#)

Working Conditions:

Hours of work: 35 hours per week

Shift length: 7 hours per day

Shift Schedule: Monday - Friday

Additional Comments:

Attendance at meetings outside regular working hours is a requirement of this position. A vehicle and a valid Class G driver's license is a requirement.

Consequence of Errors:

Errors could result in unnecessary undue hardship to departments, Committees of Council or the public. Reputation and reliability of the Public Works & Engineering Department would be compromised