

**Administrative Assistant,  
Finance & Technology Services (Full Time Permanent)  
(Job # 2019-034-IE)**

**Department:** Finance & Technology Services  
**Status:** Full-time, Permanent  
**Date Posted:** February 7, 2019  
**Date Closing:** **February 21, 2019 4:30 p.m.**  
**Number of positions:** 1  
**Scheduled Hours/Shifts:** 35 hours per week, 8:30 a.m. to 4:30 p.m., Monday to Friday  
**Salary:** \$51,115 - \$62,217 (based on 2018 rates)

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**Position Purpose:** The Administrative Assistant provides administrative support to the Director of Finance & Technology Services including a variety of key responsibilities such as: records management for the Director, c0-Deputy Treasurers and Departmental Managers; assisting with the preparation of the annual budget document; supporting some basic financial processes; attending departmental staff meetings and preparing minutes and tracking actions arising from meetings; support in the preparation of correspondence, reports and presentations; conducting research and analysis and summarizing & reporting on results; coordinating meetings and scheduling appointments; participating on project teams as assigned.

**Qualifications and Requirements:**

- Community College Diploma in Executive Secretarial/Administration, Business/Public Administration or related discipline. Completion of training from the Association of Municipal Managers, Clerks & Treasurers of Ontario (AMCTO) an asset
- Minimum of three (3) years' experience in progressively more responsible administrative/clerical capacities, including experience at a senior/executive level, preferably in a municipal or public service environment
- Availability to attend evening and early morning meetings and occasionally work overtime to accommodate peak periods and workloads
- Thorough working knowledge of executive clerical/administrative processes and protocol, records management practices, general office equipment operation and customer/public
- General knowledge of government functions & services, organizational governance structures, legislative/regulatory framework, development industry and development processes would be ideal
- Excellent verbal & written communication; high degree of accuracy, attention to detail and record keeping skills
- Advanced interpersonal skills, with ability to interact effectively with all municipal staff, elected officials, residents, businesses, and other government agencies; ability to build collaborative working and community relationships, and internal and external alliances
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity & ability to maintain security of files
- Effective organizational and research skills; ability to prioritize and work under pressure to meet deadlines
- Superior customer service orientation with a focus on ensuring effective services; maintains a positive, professional attitude
- High proficiency in Microsoft Office programs, as well as basic knowledge of accounting practices an asset
- Class G Drivers licence in good standing; reliable vehicle to use on occasional corporate business preferred

**How to apply:**

Please forward your resume in confidence by **February 21, 2019 at 4:30 p.m.**, identifying Job # 2019-034-IE in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca). Please ensure your application is saved in one single document and PDF format.

**Committed to diversity and a barrier-free environment:** Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**