

## **Administrative Assistant, Leisure & Community Services**

**(Job # 2019-042-IE)**

**Department:** Leisure & Community Services  
**Status:** Full-time, Permanent  
**Date Open:** **March 11, 2019**  
**Date Closing:** **March 25, 2019**  
**Number of Positions:** 1  
**Scheduled Hours/Shifts:** 35 hours per week  
**Salary:** **\$51,882-\$63,150**

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### **Position Purpose:**

The Administrative Assistant provides administrative support to the Director, Leisure & Community Services including a variety of key responsibilities such as: composing/editing correspondence, liaising with others on behalf of the Director, coordinating/scheduling meetings, attending, recording and tracking meeting minutes as well as follow-up actions emanating from meetings, conducting research as needed, reviewing and editing council reports, managing full-time Leisure Services staff confidential personnel information, liaising with Human Resources on policies and procedures, review and process of Operations Staff payroll, assistance with preparation of the Annual Capital and Operating Budget and monthly monitoring of all Department expenditures and revenues and other duties as assigned.

### **Qualifications and Requirements:**

- College Diploma in relevant field of study (ex. Public Administration, Accounting or Business)
- Minimum three to five (3-5) years of experience in administrative field, preferably in a municipal or public service environment
- Completion of the Municipal Administration Program of the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) an asset
- 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
- Superior organizational/coordinating skills including research writing, minute-taking and presentation formatting
- Multi-tasking/work prioritization skills
- Thorough working knowledge of administrative process and protocol, records management practices, research resource practices, budgeting and customer/public relations principles
- Knowledge of general legislative/regulatory framework, and the industry/processes an asset.
- Proficiency in Microsoft Word and Outlook, Excel, and Power Point software

### **How to apply:**

Please forward your resume in confidence by **March 25, 2019 at 4:30 p.m.**, identifying **Job # 2019-042-IE** in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

**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.**