

Municipal Services Assistant

Competition Number: 2022-08

Permanent Full-Time

The Township of Tyendinaga, located in the most southeasterly corner of Hastings County is a growing community with a population of approximately 4,200 residents. With a rich history and impressive community spirit, Tyendinaga Township truly embodies their motto "Rural Living at Its Best". Although primarily agricultural in nature, the Township, with its many rivers and streams and abundance of forest lands, is an attractive location for outdoors people.

Position Responsibilities

Reporting to the Chief Administrative Officer, the Municipal Services Assistant is responsible for providing administrative support to departmental staff and for delivering superior customer service to members of Municipal Council as well as 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 Planning Act notices to public, proponents, agencies and Council as required and in accordance with legislative deadlines.
- Assists with maintaining and managing the filing system for both electronic and paper records in accordance with the records retention by-law.
- Assists with the maintenance of retention schedules in accordance with The Ontario Municipal Records Management System (TOMRMS).

- 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.
- 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 is an asset.
- Knowledge of computer applications and software (Microsoft Office Suite, Adobe, MuniSoft, LaserFiche).
- 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.

The full Job Description is available at www.tyendinagatownship.com/careers.

Hours of Work/Rate of Pay

Salary for this position is \$44,836.51 - \$51,241.71 based on 35 hours/week. Typical hours are Monday – Friday 8:30 a.m. – 4:00 p.m.; offering a comprehensive benefits package and participation in OMERS.

The successful applicant must be available to attend occasional evening and weekend meetings and events.

How to Apply

To apply, email a cover letter and resume in PDF format clearly marked “Municipal Services Assistant-2022-08” in confidence to the attention of:

Carla Preston, Chief Administrative Officer
Township of Tyendinaga
859 Melrose Road
Shannonville, ON K0K 3A0
cao@tyendinagatownship.com

Closing Date: May 13, 2022, 2:00 p.m.

Note: All applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Applicants are responsible for ensuring that they check their email regularly.

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

The Township of Tyendinaga has implemented a COVID-19 Mandatory Vaccination Policy as a critical and necessary step to ensure a safe and healthy workplace and community. As a condition of employment, all potential new hires will be required to provide proof of compliance with the Policy upon acceptance of an offer of employment.

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

Accessible Accommodations

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