



## Administrative Assistant to the Director of Infrastructure & Development Services Full Time

**Job Posting: 41-2020**

**Posted: September 1, 2020**

<b>Duties</b>	<ul style="list-style-type: none"> <li>• Reporting to the Director of Infrastructure and Development Services, the Administrative Assistant provides day-to-day administrative and clerical support to the Director and the departmental management team, by scheduling activities, preparing reports, handling information requests, confidential information and providing support to the director in the areas of expense and/or revenue processing, records maintenance, information distribution, monitoring and minuting, budget monitoring and through the supervision of two (2) clerical positions, provides clerical and data entry support to the departmental divisions.</li> <li>• Provide assistance to the Director, the departmental management team and internal partners in the areas of policy, funding applications, legal claims and tender/quote research, as well as document drafting and editing services.</li> <li>• Maintain departmental support services by answering and/or redirecting phone calls, e-mail and correspondence, records/file maintenance, office supply and inventory ordering.</li> <li>• Coordinate administrative functions including calendar scheduling and coordinating meetings/events, preparation, monitoring and distribution of meeting agendas, minutes and related reports.</li> <li>• Provide clerical support to the Department in the areas of purchasing, accounting, budget monitoring, Human resources and payroll processing.</li> <li>• Supervise day-to-day administration of departmental reception, water service order system including, work distribution, staff scheduling, hiring, performance management, training and development and public inquiries and complaints.</li> <li>• Perform role in accordance with duties of supervisors outlined in Section 27 of the Occupational Health and Safety Act (OHSA).</li> <li>• Perform other related duties as assigned.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Community College Diploma (2 year) in Office Administration.</li> <li>• Minimum 1-3 years related professional experience.</li> <li>• Proficient in use of Microsoft Office Suite</li> <li>• Ability to use standardized and specialized software/financial programs as applicable.</li> <li>• Knowledge of Great Plains, DAFRON, WorkTech (Pearl) and other municipal software would be an asset.</li> <li>• Excellent written and oral comprehension and expression.</li> <li>• Demonstrated problem sensitivity/resolution abilities.</li> </ul>

While we appreciate all applications received, only those selected for an interview will be contacted. Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 274.

<b>Department/Division</b>	<b>Infrastructure &amp; Development Services</b>
<b>Annual Rate</b>	\$61,528 - \$71,979
<b>Reporting to</b>	Director of Infrastructure & Development Services
<b>Closing Date/Time</b>	<b>Monday, September 21, 2020 @ 4:30 p.m.</b>

**To apply for this position:**

- Please submit a resume, clearly outlining your qualifications and experience, and quoting the job posting number.
- Applications can be submitted by email to [hr@stratford.ca](mailto:hr@stratford.ca). Please do not submit duplicates.
- Please include the Job Posting Number in the message subject line. Attachments should be in Microsoft Word or PDF format.

**Accommodations** are available for people with disabilities for all aspects of the recruitment process. Applicants should make their needs known in advance.