

County of Peterborough Job Description

Position:	Administrative/Communications Assistant	Position ID:	0132
		Bargaining Unit:	Local 1306
Department:	Procurement, Facilities & Communication	Salary Grade:	
Reports to:	Director, Procurement, Facilities & Communication	Date:	February 2013

This job description is: New ☒ Existing ☐ Revised ☐ Rescinded ☐

Job Summary:

The Administrative/Communications Assistant to the Director, Procurement, Facilities & Communication provides administrative support to the Director and provides effective liaison for employees, divisions/departments and external parties. This position is responsible for co-ordinating and providing administrative support; and assisting with public relations, communications, legal/insurance matter, special events and special projects. This position acts as the point of liaison for all employees, departments and external parties in the absence of the Director.

Duties and Key Responsibilities:

Administrative Assistance

35%

- Assist in the preparation of correspondence and reports on behalf of Director;
- Schedule meetings and provide calendar maintenance to Director;
- Provide coordination and assistance to the Director in preparation of meetings;
- Co-ordinate meetings and events at the request of Director and provide required administrative support;
- Assist in the development of draft reports including newsletters and correspondence upon request;
- Track and monitor budgets of the Director;
- Act as first line of communication on behalf of Director for phone calls, emails, and in-person contact and assist where possible and/or redirect as necessary;
- Schedule and coordinate travel/conference arrangements as required;
- Prepare and submit expense reports for Director;
- Prepare and/or maintain minutes and agendas for meetings and committees including necessary follow up duties; and
- Provide administrative and confidential support to the Director and handle confidential and time sensitive materials.

Public Relations & Communications

25%

- Coordinate public relations events/issues as required;
- Prepare draft press releases as directed by the Director;
- Draft advertisements for review by the Director;
- Organize meetings and presentations on behalf of the Director including the development of PowerPoint presentations and handouts;
- Administer the day to day postings and monitor the County website and any other communication modes as required;
- Assist with corporate communications to staff and Council;

Facilities, Legal/Insurance, Procurement

25%

- Assist Director with all aspects of Insurance and Legal Claims including liaison with departments and insurance adjusters;
- Administer the Facility request ticketing system – assigning repairs to approved contractors, issuing Purchase Orders, tracking status of requests;
- Coordinate and maintain the tracking of energy use for all facilities in accordance with the County's Energy Management Plan – data entry and running required reports for compliance;
- Assist with procurement document preparation and issuance, including advertisement and notifications in accordance with the County's Purchasing Policy

Special Projects/Lang Pioneer Village Museum

10%

- Act as a liaison between the Director and internal and external stakeholders with regard to special projects as required;
- Follow up and complete administrative tasks regarding special projects;
- Assist in grant applications and provide research on special projects as directed by the Director;
- Co-ordinate and attend meetings to assist Director in special project work;
- Prepare drafts of documents and reports as needed;
- Handle administrative detail pertaining to special projects.

Records Management

5%

- Ensure all files for the offices of the Director are accurately filed in corporate-wide filing system and in accordance with legislated and approved retention schedules.

Supervisory Responsibilities:

This position does not normally supervise the work of others.

Job Specifications:

- Community College Diploma or University Degree in business administration and/or communications or equivalent;
- Minimum three (3) years' experience in a progressively responsible administrative position, preferably in a municipal or regional government environment, with excellent organizational skills and proven close attention to details
- Experience in the co-ordination and administration of projects, preferably in the Municipal sector;
- Accredited (or progress towards) Municipal Administration Program (MAP) certification preferred;
- Demonstrated written and oral communication skills required;
- Excellent interpersonal skills with the ability to relate to a wide diversity of internal and external stakeholders with a well-developed awareness for sensitive political implications and nuances;
- Ability to work with highly confidential information;
- Demonstrated minute-taking skills required;
- Understanding of municipal systems, local government and upper tier responsibilities;
- Advanced computer skills in data entry, word processing and other pertinent software i.e. MS Office Word, Access, Excel, PowerPoint, and MS Outlook are required;
- Advanced skills in communications; experience with preparing and issuing news and press releases and website content management systems preferred
- Knowledge of general office equipment required;
- Knowledge of formal file systems required, TOMRMS filing system experience an asset.

Key Performance Competencies:

- Demonstrated ability to manage and prioritize workload, establish a course of action; (planning/organizing workload)
- Demonstrated attention to detail and quality when drafting and preparing correspondence and reports; (attention to detail)
- Demonstrated ability to express ideas clearly and concisely and to project a professional and positive image; (communication skills)
- Demonstrated ability to work independently with minimal supervision (initiative and independence)
- Demonstrated ability to deal with a variety of clients and stakeholders with diplomacy and tact; (communication skills)

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- Demonstrated ability to focus concentration when receiving direction and when taking minutes of meetings; (active listening)
- Demonstrated awareness of organizational issues, procedures and activities to coordinate information flow between staff, Council and the public who call or visit the office; (organizational awareness)
- Ability to assist with research information. (technical/professional knowledge)
- Demonstrated ability to work with others, display enthusiasm and promote a friendly work environment, respect the needs and contributions of others, work closely with other departments/Council members as necessary, support group decisions, and display team spirit by subordinating own objectives for the objectives of the Corporation; (teamwork/collaboration).

Working Conditions:

- Work in a typical office environment with some travel to external meetings and events as required;
- Deal with continuous interruptions from staff and phone; and
- Occasional need to work past regular workday and some evening and weekend hours.

I have read this Job Description and understand the job requirements of this position and the expected standards of performance.

Signature of Incumbent

Date

Signature of Chief Administrative Officer

Date