

County of Peterborough Job Description

Position:	Administrative Assistant - Waste Management	Position ID:	0289
		Bargaining Unit:	Local 1306
Department:	Public Works	Salary Grade:	
Reports to:	Manager, Waste Management	Date:	February 2015

This job description is:	New <input type="checkbox"/>	Existing <input type="checkbox"/>	Revised <input checked="" type="checkbox"/>	Rescinded <input type="checkbox"/>
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Job Summary:

The Administrative Assistant provides administrative support to the Waste Management and Engineering & Design Divisions of the Public Works Department. Within the Waste Management team, this position assists with waste reduction programs, special projects, and environmental activities and events. As the first point of contact the Administrative Assistant provides friendly, professional and efficient customer services to the public, contractors, local municipalities, allied agencies and other stakeholders.

Duties and Key Responsibilities:

Customer Service

15%

- Maintains a secure and friendly reception area, welcoming and directing visitors to appropriate person.
- Answers telephone inquiries and provides accurate information regarding Public Works activities; refers inquiries, provides follow-up and/or escalates as required.
- Liaises with contractors to assist with customer service and the dissemination of information.

Database/Reports Administration

20%

- Creates and maintains databases and spreadsheets.
- Data entry, data manipulation and report generation.
- Processes invoices and regularly reviews Waste Management G/L accounts.
- Coordinates invoices for local municipalities and businesses; checking manually for inconsistencies; making necessary corrections.

Administrative Support

65%

- Performs general clerical functions for Waste Management and Engineering & Design Managers including word processing, photo-copying, collating, scanning, binding, shredding, posting and circulating documents.
- Maintains Waste Management and Engineering & Design filing system to ensure compliance with The Ontario Municipal Records Management System (TOMRMS).
- Provides front-office merchandise sales, balancing petty cash and preparing deposits.
- Arranges meetings including (but not limited to) meeting correspondence, distribution of agenda, room booking, food and refreshment orders, minute taking, and distribution of meeting minutes.
- Involved in department processes and programs such as: website maintenance, social media support, permit applications and Adopt-A Road program, etc.
- Coordinates Campground Program

Administrative Support Continued

- Assembles and enters bi-weekly attendance for the Waste Management Division.
- Distributes incoming Divisional mail and arranges courier as required.
- Monitors office and refreshment supplies; orders and restocks as required.
- Other duties as required.

Supervisory Responsibilities:

The position does not supervise the work of others.

Job Specifications:

- 2 year College Diploma in a business/office administration and/or environmental field, or equivalent.
- 2-3 years previous related administrative experience, preferably in a municipal government setting; understanding of Public Works departmental operations considered an asset
- Interest/background in environmental issues considered an asset
- Excellent organizational skills and proven close attention to details.
- Demonstrated written and oral communications skills.
- Demonstrated minute taking skills.
- Excellent interpersonal skills with the ability to relate to a wide diversity of internal and external stakeholders.
- Advanced computer proficiency including MS Office suite, Outlook and internet.
- Knowledge of formal file systems required, TOMRMS filing system experience considered an asset.
- Experience in website content management preferred.
- Working knowledge of general office equipment.
- Basic mathematical skills to add, subtract, multiply and divide.
- Ability to lift up to 50lbs (22kgs)

Key Performance Competencies:

- Customer service oriented (verbal communication skills)
- Ability to write and edit straightforward material (written communication skills)
- Ability to read and understand detailed forms, standard memos and letters (intellectual capacity)
- Ability to respond to public inquiries related to departmental services and to exercise good judgment and know when to escalate inquiries to senior departmental staff.
- Mental effort for accurate data entry, minute taking and filing (detail oriented)
- Ability to deal with multiple tasks and changing deadlines while maintaining a high level of accuracy (prioritize workload)
- Ability to deal with distractions and interruptions due to telephone and special project requests (maintain focus)
- Ability to work in a team environment (teamwork)

Working Conditions:

- Exposure to typical office working environment.
- Occasional exposure to dirt, dust, odours, and hazardous substances when visiting waste management sites.
- Occasional need to work 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 Department Head

Date