



## Administrative Assistant (Job Number 171)

Working within our Strategic Plan of People, Place, and Prosperity, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to make the City of Cambridge a place for people to prosper – alive with opportunity.

We are looking for a strategic and competent **Administrative Assistant** within the Corporate Services Department, Clerk's Division. The Administrative Assistant is accountable to the Executive Assistant of Corporate Services and directly reports to the City Clerk. The main function of the role is to provide positive and professional administrative support to the City Clerk (Director) to ensure good customer service for internal and external customers. The role provides strategic support to the Director as well as the service areas under their portfolio, including Clerks, Licensing, Elections, and Permits and assists in creating a supportive and efficient team environment. As a Deputy Registrar within the division, you will issue such forms in compliance with the Vital Statistics Act, including burial permits and marriage licenses. Additionally, you will provide assistance for commissioning documents under the Commissioner for Taking Affidavits Act and support the Business License and Lottery Coordinator as it relates to compliance. With effective political acumen, you will be able to recognize politically sensitive and or confidential issues and bring matters forward appropriately, while maintaining confidentiality and professional discretion. You will also be the first contact for written and verbal inquiries from all internal and external contacts for the division. Participation in our annual divisional budget exercises, identifying continuous improvement opportunities, promoting our corporate core values, and representing the division on committees as required are also key components of this position.

### Minimum requirements:

- Possession of a three year college diploma in Public Service, Business, Project Management, Executive Assistant, Administrative Assistant, Office Administration Executive program, or similar.
- Completion of, or willingness to complete, the Municipal Administration Program through Association of Municipal Clerks and Treasurers of Ontario (AMCTO).
- One year of progressively responsible and diversified administrative experience, including project coordination/management skills and good understanding of financial principles.
- Advanced MS Office Skills.
- Public sector experience would be beneficial.

This position is within Grade 1 of the Non-Union Salary Schedule and has an annual salary range of \$46,073 to \$56,188, based on working 35 hours per week, with an anticipated start date of Monday, October 2, 2017. We offer a comprehensive benefit package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

For more information and to apply for this position, please visit [www.cambridge.ca/careers](http://www.cambridge.ca/careers) by 7:00pm on Thursday, August 17, 2017.

If you require support or accommodation due to a disability, please contact [hraccessibility@cambridge.ca](mailto:hraccessibility@cambridge.ca) or 519-740-4680, extension 4446.

Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act. This information will be used to determine eligibility for employment with the City of Cambridge only. If you have any questions about this collection of personal information, you can contact the Freedom of Information and Privacy Co-ordinator, Clerks Division, at 519-740-4680, extension 4583.

