



EMPLOYMENT OPPORTUNITY

Legislative Assistant (1 Year Full Time Contract)

The Township of Puslinch is seeking an energetic and motivated individual to fill the position of Legislative Assistant for a one-year full time contract.

The major responsibilities include:

- Provide administrative support to the various departments (Administration, Fire and Public Works & Parks) including preparation of correspondence, collection and entering of data into the applicable Township software programs.
- Distribute and process incoming mail including management of the Township's general email account.
- Interpret the Township's zoning by-law and respond to inquiries including MDS calculations and confirm applications meet the requirements of a Nutrient Management Strategy
- Performs the zoning review for all building permit applications including the septic system zoning review as per the Ontario Building Code.
- Respond to general inquiries at the Township's counter and over the phone.
- Assist with receiving and tracking enforcement complaints.
- Prepare and coordinate Township job postings, interviews, employee orientation, and the overall management of employee and Council personnel files.
- Provide internal operational information technology support to the corporation.
- Assist with the implementation and maintenance of the Township's Records Management Program

Qualifications:

- Community college diploma Office Administration or related field
- Minimum 3 years related experience in customer service or municipal environment
- Excellent verbal and written communication skills
- Superior interpersonal skills and customer service skills including the ability to work effectively in a team environment
- Strong organizational and problem solving skills
- Computer proficiency in MS Office (Word, Excel, Outlook) and database applications

2020 Salary Range is \$55,291.60 to \$64,682.80. Interested applicants are invited to send a detailed resume and cover letter by **no later than 4:30 p.m. Friday, June 12, 2020** to Township of Puslinch, 7404 Wellington Rd 34, Puslinch, ON N0B 2J0 email: admin@puslinch.ca. For a more detailed job description, visit our website at www.puslinch.ca

If you need an accessible format, please email admin@puslinch.ca or call (519) 763-1226 ext. 227. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.

The Township is an equal opportunity employer. We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. Applicant Information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for candidate selection.