

JOIN OUR TEAM

Executive Assistant, Public Works & Community Services (Temporary Contract)

Working for City of Thorold

By joining the City of Thorold team, you will be choosing to become part of the fastest growing municipality in the beautiful Niagara region. Working with us means a great pension and a supportive and collaborative team environment. We invest in our people and prioritize creating opportunities for our employees to learn and grow in their roles.

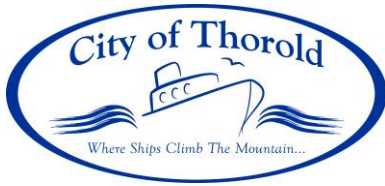
Primary Function

Reporting to the Director of Public Works & Community Services, the Executive Assistant, Public Works & Community Services is responsible for providing confidential administrative support to the Director as well as the Engineering, Public Works and Community Services Managers. This position has a variety of responsibilities in support of the Public Works & Community Services Department.

Duties and Responsibilities

Department Administration

- Type and follow through with all correspondences, agendas and reports for the Director and Managers
- Prepare reports and By-Laws for Council
- Attend various staff meetings to record and prepare minutes
- Type confidential correspondence, reports manuals and documents etc which may involve personnel, litigation, insurance matters and other confidential Corporate issues
- Arrange and coordinate meetings for the Public Works and Community Services Advisory Committees
- Manage grant applications on behalf of Department including reporting and coordination with Finance and Clerks Department
- Arrange and coordinate public meetings related to Public Works and Community Services issues
- Review and record all incoming and outgoing correspondences
- Coordinate all inquiries, complaints and messages for action by appropriate staff member
- Record and file for permanent keeping, all correspondences and documents of the Public Works and Community Services Department
- Issue communications with Mayor and Council on behalf of the Director
- Prepare contract documents, agreements for City Capital projects and maintenance contracts
- Prepare monthly summaries of the expenditures for all Capital projects for review by the Project Managers
- Responsible for all tender monies received, tender deposit returns, letters of credit etc related to Capital projects
- Responsible to report on the financial details for all Capital projects
- Ensure accuracy when processing all payments for Capital projects
- Supervise the tendering process to ensure the procurement policy is followed correctly
- Assist all Project Managers with the administrative and financial needs of all Capital projects



- Assist in the development of standard operating procedures related to financial reporting, project management, information and control and asset management
- Coordinate Corporate training initiatives on behalf of the Department
- Update and maintain the City of Thorold webpage for the Public Works and Community Services Department
- Ensure that all web communications, advertisements and notifications are processed appropriately
- Coordinate the collection and submission of FOI requests on behalf of the Department
- Manage the department needs relating to all office supplies and equipment
- Coordinate Capital Budget for department, and provide updates to Finance
- Analyze payment certificates for accuracy and is within budget
- Perform other duties as assigned by the Director and/or other staff in the Department

People Leadership

- Ensure adherence to collective agreement, corporate policies, Occupational Health and Safety Act, the Corporation's Health and Safety Policy and all other relevant legislation
- Investigate, develop and implement process improvements

Education/Experience/Skills

- College Diploma or University Degree in Business Administration, Public Administration or a related field
- AMCT designation considered an asset
- Minimum of five (5) years' of progressive experience working in a senior administrative support role preferably within a public or municipal environment
- Minimum of 2 years' experience in bookkeeping and financial management
- Proficiency in MS office applications (Word, Excel, Power Point, Outlook etc)
- Demonstrated excellent communication and customer service skills
- Ability to prioritize tasks and work independently
- Ability to work under pressure and meet deadlines
- Strong time-management and organizational skills with a keen sense for accuracy and attention to detail
- Ability to maintain confidentiality and security of confidential information is essential
- Knowledge of Tendering/Requests for proposals/Quotes processes

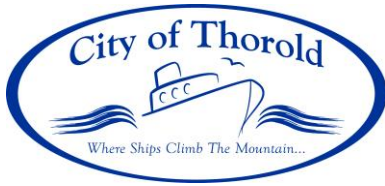
Conditions of Employment

Required to work under the direction of the Director of Public Works & Community Services. Work performed in a typical office environment. Considerable mental attention and visual concentration with frequent interruptions. Must be able to deal effectively with the public and management staff. Position requires ability to manage multiple priorities and quickly respond to changing priorities. The above statement reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein. A detailed job description can be found at www.thorold.ca

Location: Municipal Operations Centre

Rate of pay: \$69,474.00 - \$80,425.00 annually

Position Type: Full-time, temporary position



Hours of Work: 35 hours per week, 8:00am - 4:00pm, Monday to Friday

Interested candidates are invited to submit their detailed resume and cover letter to the Human Resources department, via hr@thorold.ca no later than **Sunday December 1, 2024**. Please indicate the position you are applying to in the email subject line. Only those applicants selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, the City accommodates the individual needs of all applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.