

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents.

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following vacancy:

Administrative Clerk, Public Works

Permanent, full-time position.

Wage: \$28.73 - \$35.86 (based on a 35-hour work week).

In this existing position, under the direction of the Associate Director of Operations, you are responsible for a wide variety of administrative duties in support of the Public Works Department. The Administrative Clerk will assist with general receptionist duties in addition to more complex functions and services such as minute taking during confidential meetings, scheduling, inputting data, creating service requests for investigations, and providing information to the public regarding the County's waste collection programs. This will be conducted through courteous communications, telecommunications, emails, and visitors. You will also provide administrative support to the Manager of Waste Operations and the Manager of Road Operations at two different locations, within the County.

Responsibilities:

- Perform administrative duties including employee scheduling, coordinating training, purchasing office supplies, preparing correspondence, filing, taking minutes, creating agendas for meetings, and creating purchase orders.
- Process reports of illegal dumping and submit to the By-law Enforcement Officer using.
- Acts as a liaison between Northumberland County and Member Municipalities' offices and staff.
- Track staffing attendance.
- Receive and respond to missed waste collection calls by identifying collection issues and attempting to rectify any problems.
- Report missed collections to the Supervisor of Waste Operations and investigates causes with waste collection service provider.
- Respond to new curbside waste collection requests by preparing and distributing letters detailing collection dates, times and requirements.
- Contact bag tag vendors to determine monthly orders.
- Liaison with Finance Dept for processing of online bag tag orders.
- Process Medical Waste Exemption Program applications.

Qualifications & skills:

- You have a college diploma or university degree in Business Administration or an equivalent combination of education and experience.
- 3 or more years of direct work experience in an administrative assistant capacity.
- Knowledge of the Highway Traffic Act (HTA), Minimum Maintenance Standards (MMS), and procedural by-laws.

- Able to write and format moderately complex correspondence, including memos, letters, etc.
- You are proficient in Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint) and have working knowledge/experience of purchasing software, employee scheduling software, maintenance work order software, and GIS mapping software.
- Superior telephone manners and excellent verbal, written, and interpersonal communication skills to communicate with all levels of the Corporation and the public
- Experience in processing monthly invoices, staff scheduling and ordering supplies.
- Experience in data management, call centre, taking request and complaints.
- Professional, responsive, and positive work attitude is essential.
- Excellent teamwork and team building skills.
- Ability to interpret and implement policies and procedures.
- Strong organizational, time management, analytical, and multitasking skills.
- Excellent internal and external customer service skills.

What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

What We Offer:

- **Comprehensive Health Plans:** We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- **Competitive Compensation:** We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- **Livable Communities:** Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- **Learning and Development:** Professional development is at the heart of our success, providing opportunities for growth and excellence.
- **Retirement Savings:** We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- **Employee and Family Assistance Plan:** Our wellness program includes health support and assistance to ensure your well-being.
- **Work-Life Balance:** We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play.

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

How to Apply:

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment.

We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please ensure your cover letter, résumé, and any other supporting

documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)).

We invite you to submit your application **by 4:30pm on Tuesday, February 18, 2025**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberland.ca

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.