

Building Services Administrative Assistant

RECRUITMENT 2025-DEV-21

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for **one (1)** full-time permanent **Administrative Assistant in the Building Services Division**. The **Administrative Assistant** is responsible for providing administrative support to the Chief Building Official and Building Services division.

Key Duties and Responsibilities:

- Respond to public enquiries via the telephone or in person respecting building permit status, fees and other building permit related concerns.
- Complete preliminary review of building applications.
- Provide administrative support to Building Services including preparing correspondence and reports, arranging inspections and meetings and managing records (paper and electronic).
- Maintain database software including geographic mapping systems.
- Process and issue business licenses as the Business Licensing Officer.
- Respond to general planning inquiries in the Planning Clerk's absence.
- Assist with departmental projects and tasks as required.
- Participate in the budget preparation.

Skills and Qualifications:

- Post-Secondary diploma in Office Administration.
- Minimum two (2) years prior related work experience.
- Exceptional computer skills, particularly Microsoft Office 365.
- Proven experience in records management and database entry.
- Proven ability in handling sensitive, confidential information.
- Ability to multi-task and prioritize independently.
- Strong customer service/public relations and communication skills.
- Must be highly motivated to work both independently and in a team environment.
- AMCT designation and/or BCIN Legal Course considered an asset.
- Familiarity with the Ontario Building Code Act is considered an asset.
- Experience using Geographic Mapping Systems considered an asset.

Position Type: Non - Union, Full-time, permanent
Hours of Work: 35 hours per week Monday to Friday (8:30 a.m. to 4:30 p.m.)
Work Location: In office. Town Hall, 77 Beckwith St. North

What we Offer:

Wages: Band F of the pay grid system (\$30.46-\$35.41) per hour
Benefits: A comprehensive benefit package, wellness plan, employee assistance program and enrolment into the Ontario Municipal Employers Retirement System (OMERS).

How to Apply:

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2025-DEV-21 by **Wednesday April 23, 2025 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at careers@smithsfalls.ca

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.



JOB DESCRIPTION

POSITION:	Building Services Administrative Assistant
DEPARTMENT:	Development Services
EMPLOYEE GROUP:	Non-Union
PAY GRID:	F
SUPERVISOR:	Chief Building Official
REVISION DATE:	April, 2025

POSITION SUMMARY AND SCOPE: Responsible for providing administrative support to the Chief Building Official in order to ensure effective and efficient operations of the Building Services division.

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DUTIES AND RESPONSIBILITIES:

- Respond to public enquiries via the telephone or in person respecting building permit status, fees and other building permit related concerns.
- Complete preliminary review of building applications to ensure completeness (in accordance to permit checklists).
- Assist in the preparation of files for permit issuance.
- Provide administrative support to Building Services including conducting research, preparing correspondence, Council reports, scheduling inspections and arranging meetings.
- Manage the maintenance of Building Services records (paper and electronic) including digitization and filing in accordance with the Records Retention By-law.
- Maintain the departmental database including logging permits and tracking permit status and details.
- Review, monitor and recommend appropriate changes to processes, policies and procedures for continued improvement.
- Process and issue business licenses as the Business Licensing Officer
- Maintain and update software programs including the geographic mapping system(s) (CGIS).
- Code and track invoices for processing by Accounts Payable.
- Respond to general planning inquiries in the Planning Clerk's absence.
- Assist with departmental projects and tasks as required.
- Participate in the budget preparation.
- Other duties as assigned.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE:

- Post-Secondary diploma in Office Administration
- Minimum two (2) years prior related work experience
- AMCT designation and/or related post-secondary education and BCIN Legal Course, considered an asset.
- Exceptional computer skills, particularly Microsoft Office 365 and GIS, considered an asset.
- Proven experience in records management and database entry.

SKILLS AND COMPETENCIES:

- Proven ability in handling sensitive, confidential information.
- Ability to multi-task and prioritize independently.
- Familiarity with the Ontario Building Code Act is considered an asset.
- Strong customer service/public relations and communication skills
- Computer literacy and keyboarding skills.
- Must be highly motivated to work both independently and in a team environment.

WORKING CONDITIONS: Onsite, Town Hall

This position will be scheduled to work 35 regular hours/week in an office environment. On occasion some after hour work may be required to complete special projects or requests. Any work to be completed in addition to the regular work week must adhere to the provisions included in the Employment By-law.

SAFETY:

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	Department Heads, Supervisor (Chief Building Official), Support Staff
EXTERNAL	General Public, Contractors and Stakeholders