



JOB DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: ECONOMIC GROWTH AND COMMUNITY DEVELOPMENT SERVICES

REPORTS TO: DIRECTOR OF ECONOMIC GROWTH & COMMUNITY DEVELOPMENT SERVICES

CATEGORY: TEMPORARY, FULL-TIME, CUPE
(ANTICIPATED END DATE DECEMBER 31, 2025)

UPDATED: JUNE 2025

HOURS OF WORK: 35 HOURS/WEEK

RATE OF PAY: \$31.87/HOUR

CLOSING DATE: SUNDAY, JUNE 22, 2025 (11:59 P.M.)

HOW TO APPLY: LOYALIST TOWNSHIP'S WEBSITE CAREERS [PAGE](#)

POSITION SUMMARY:

The Administrative Assistant provides administrative expertise to the Economic Growth and Community Development Services Department (EGCDS), which includes the Planning, Building, Engineering & Environment and Utilities divisions. A wide range of administrative, office support and customer service activities are performed to facilitate the efficient operations of the department and service delivery to the residents and other customers of Loyalist Township that contribute to the achievement of our Strategic Plan. The role requires the incumbent to be a "super-user" of software products used with the Township, supporting management and staff with software functionality. The responsibilities are varied and require the ability to effectively problem-solve. The incumbent is a competent project administrator and keeps work on track for attainment of objectives. This requires a strong commitment to service delivery for both internal and external customers.

MINIMUM QUALIFICATIONS:

- Two-year post-secondary education related to office administration or other related studies, or equivalent combination of education and experience
- Three (3) years relevant work experience, preferably in a municipal environment
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check)
- Required to possess and maintain valid Class "G" driver's license, with a clean driving record and access to private vehicle
- Completion of the Municipal Administration Program (MAP) is an asset

SKILLS, ABILITIES, AND KNOWLEDGE:

- Superior knowledge of office procedures and practices
- Excellent computer and keyboarding skills with proficiency in Microsoft Office Suite, and the ability to learn new technology/software
- Proficiency with public communication platforms, group messaging, social media, websites
- Knowledge of iCompass Meeting Manager system and CityWide Solutions is an asset
- Ability to act with integrity and discretion in handling confidential materials
- Ability to work independently in a team setting
- Ability to adapt to change and demonstrate flexibility and resiliency, with a continuous improvement mindset
- Ability to organize and prioritize work to meet deadlines, with a high degree of accuracy and attention to detail, and appropriate follow-up
- Good problem-solving abilities and critical thinking skills
- Numeracy and literacy skills, including ability to edit and proofread for correct spelling and grammar
- Experience and knowledge of the TOMRMS filing system is an asset
- Ability to foster a positive public/municipal relationship through excellent interpersonal and communication skills
- Ability to meet a high level of customer service excellence
- Ability to adhere to government legislation, operating manuals, Township policies/procedures and departmental guidelines
- Self-motivated, professional, and capable of managing workload and prioritizing tasks in a fast-paced municipal environment.

KEY RESPONSIBILITIES AND DUTIES:

- Provide administrative support to the Director and Department including: schedule meetings, sort and distribute mail; prepare/edit/distribute correspondence, agendas, minutes and reports; review incoming electronic correspondence and respond or forward to appropriate staff; records management; prepare/edit/distribute public advertisements/notices; maintaining departmental contact lists; arrange meals for meetings; and assist with registration for conferences, booking accommodations and travel, as needed
- Conduct research to obtain background information as directed
- Track and forward reports for Council agendas by submission for the department through the iCompass Meeting Manager system
- Follow-up on Council decisions/by-law approvals as required
- Receive inquiries and provide information to the public, and forward service requests to appropriate staff using CityWide as needed
- Assist with the preparation of:
 - procurement documents (tenders, contracts)
 - reports
 - departmental documents such as bylaws, policies, guidelines, business process flow
- Prepare purchase orders as authorized under the Procurement By-law for a specific level of purchasing.

- Create and manage departmental data to ensure accuracy of information; create and maintain files/databases, including lot grading using CityView and asset management information
- Provide updates to the Township website and support other means of internal and external communication through platforms such as group messaging and social media
- Provide other administrative roles including reception.
- Provide back up for other administrative roles including locates as required
- Ensure departmental supplies and equipment are ordered and maintained
- Financial responsibilities for the department as directed which may include proper purchasing procedures, monitoring allowances, dealing with vendors and/or contractors
- Provide administrative support for special projects
- Supports the Township's goal to be an Employer of Choice by demonstrating positive organizational citizenship
- Other duties as assigned

WORKING RELATIONSHIPS:

Internal: Departmental staff, managers, supervisors, directors

External: The public, regulatory bodies, other municipalities and levels of government

WORKING CONDITIONS:

- Normal office environment working conditions apply.
- May be seated for long periods (3-4 hours).

This job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the Accessibility for Ontarians with Disabilities Act, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.