



The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

(HYBRID) ADMINISTRATIVE SPECIALIST – PUBLIC WORKS Permanent Full Time	
JOB ID: C69-25	LOCATION: Hybrid - 635666 Highway 10, Mono & 55 Zina St, Orangeville
JOB TYPE: Permanent Full Time (Non-Union)	DEADLINE TO APPLY: 4:30 p.m. on December 4, 2025

Reporting to the Manager of Operations and Fleet, the Administrative Specialist provides comprehensive administrative support to key managers and staff members, ensuring efficient office operations. Responsibilities include handling customer inquiries, processing and managing permits and applications, and maintaining accurate accounts payable and receivable. The position also involves detailed payroll management and ensuring timely and precise payment processes. By coordinating office activities, maintaining records, and generating reports, this role is essential for the seamless functioning of the organization and delivery of high-quality services to both internal and external stakeholders.

What we can offer YOU!

- A competitive hourly wage ranging between \$37.45 – \$43.80 (January 1, 2025 Non-Union Pay Grid);
- Hybrid work arrangements
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

What you'll do

- Provide comprehensive administrative support to the Director of Public Works, Operations & Fleet Manager, Engineering Manager, Waste Services Manager, Facilities Manager, Forest Manager, and Manager of Climate and Energy
- Prepare and compose technical letters, memos, reports, and forms
- Develop and maintain document templates, mail merge documents, custom signature lines, lists, and spreadsheets in accordance with corporate standards where applicable
- Publish notifications promptly in accordance with notification bylaws and policies
- Participate in and contribute to the roles and responsibilities of the Dufferin Administrative Team, including leading and communicating Corporate administrative best practices to the department
- Serve as the primary point of contact for telephone, in-person, fax, surface mail, and email inquiries from the public, external agencies, and other departments
- Maintain records of inquiries and their resolutions
- Prepare work orders to facilitate the dispatch of staff in response to public inquiries and complaints
- Process payments for oversize load permits, hunting permits, rural addressing signs, entrance permits, road occupancy permits, maps, map books, tourism sign applications, and annual maintenance fees
- Create, publish, review, back up, and distribute all permits, agreements, and service applications
- Scan and upload mailed and emailed invoices, along with any supporting documentation, to the proper approver
- Distribute payables to the appropriate signing authority
- Maintain databases, lists, and spreadsheets for revenue reporting
- Communicate with vendors regarding outstanding invoices and any discrepancies
- Establish and manage pay periods and timesheet batches

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- Create, manage and maintain employee information in all necessary systems
- Process timesheets using appropriate software
- Other duties as assigned

What you'll bring

- Two (2) year diploma in business administration or equivalent
- Completion of Municipal Administration and/or accounting Program an asset
- Two (2) years' of related administration experience, preferably in a municipal environment
- Experience with permits and applications in a Municipal environment is an asset.
- Excellent administrative, communication, interpersonal, organizational, time management, and public relations skills
- Ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members
- Thorough working knowledge Microsoft Office applications, database management, and office equipment
- Knowledge of payroll and work order management software considered an asset.
- Suitable work from home environment including reliable high-speed internet
- Valid Class G driver's license and access to reliable transportation required

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

Your past does not define your future. A criminal record will not necessarily disqualify you from employment with us. We evaluate each application individually.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by December 20, 2025. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.