



**The Corporation of the  
Municipality of McDougall  
Job Description**

**ADMINISTRATIVE ASSISTANT**

**POSITION TITLE: Administrative Assistant**

**REPORTS TO: CAO/Director of Operations**

---

**POSITION SUMMARY:**

This position is responsible for providing administrative services to the organization. Attention to providing a high level of customer service is essential. Provides customer service and performs a variety of administrative supportive tasks to CAO, Clerk and Chief Building Official.

**CORE DUTIES AND RESPONSIBILITIES:**

- 1. Leadership/Management:** Identifies and responds to customer requirements.
- 2. Policies:** Has a clear understanding of Provincial and Municipal policy and procedures.
- 3. Budget:** Assists with the collection, receipting and recording of payments.
- 4. Council Support:** Assists in the absence of the clerk or Administrative/Treasury Assistant.
- 5. Privacy:** Maintain confidentiality of rate payers, fellow employees and council in accordance with the (Municipal) Freedom of Information and Protection of Privacy Act (MFIPPA).

**DESCRIPTION OF DETAILED DUTIES AND RESPONSIBILITIES:**

1. Greets visitors, answers the telephones, communicates information on a variety of municipal topics, distributes applications and provides assistance. Responds to or redirects incoming general emails. This is a service industry and persons/property are treated with respect.
2. Assists the Clerk with the operation of Municipal and School board elections. Assists with the preparation of agendas, resolutions and by-laws. When required attends and records minutes of meetings.
3. Locates and retrieves files. Assists with records management in accordance to municipal policies.

4. In cooperation with reporting manager, liaises with lawyers, real estate agents, provincial and federal agencies and the general public to communicate information and resolve problems.
5. Responds to enquires, takes messages, directs calls, investigates and provides information. Assists and conducts research, compiles information on a variety of topics.
6. Updates the Municipal website.
7. Word processes (Word, Excel, Power Point) and composes a variety of documents.
8. Prepares employee and tax newsletters, agenda for managers meetings.
9. Planning related matters – assist with processing rezoning, minor variance and deeming by-law applications and assists in the processing of Shore Road Allowance applications. Prepares agreement compliance reports and draft by-laws for various departments.
10. Assists the CBO with research and compiles information for permits, inspections and compliance matters.
11. Complies with Municipality of McDougall policies, by-laws and procedures.
12. Assists other departments, (Public Works, Fire Chief) with administrative and research duties as assigned by CAO.
13. Maintain supplies, prepare council chambers, organize storage area, front office housekeeping and filing as required.
14. This position description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization

### **CREDENTIALS REQUIRED/DESIRED**

1. Ontario Secondary School Diploma
2. Post-secondary education in business administration, public relations, or related discipline or equivalent work experience, considered an asset
3. Strong verbal and written communications skills.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

1. Physical demands require computer usage, walking, bending and lifting within an office environment.
2. Mental alertness to ensure the safety of others.
3. Exposure to public criticism.
4. Work outside of normal working hours may be required.

5 BARAGER BOULEVARD; MCDOUGALL, ONTARIO; P2A 2W9  
PHONE 705-342-5252; 1-888-950-8401; FAX 705-342-5573

[www.municipalityofmcdougall.com](http://www.municipalityofmcdougall.com)

**REVIEW AND APPROVAL;**

**Approval:**

**Signature:**

**Date:**

**Review:**

**Signature:**

**Date:**