



JOB CLASSIFICATION DESCRIPTION

ADMINISTRATIVE ASSISTANT II – FLOAT

NEW

Job Summary:

Based out of Administration, and reporting to the Corporate Officer, or designate, the Administrative Assistant II performs a variety of administrative, reception and clerical duties requiring a thorough knowledge of City functions, procedures and policies. This position will be assigned to work as needed in all areas of the City, including Administration, Finance, Planning & Building, Engineering, Operations, or Fire Department.

Primary Duties and Responsibilities:

- Provides general reception, clerical and administrative support and liaises with staff and the public.
- Screens visitors, telephone calls and departmental mail.
- Prepares general correspondence, documents, reports, notices, brochures and other materials under the direction of others.
- Assembles, produces and distributes agendas and minutes and may act as recording secretary when required.
- Performs routine records management tasks such as arranging, classifying and describing documents, scanning records, filing and retrieving electronic and physical documents, and transferring files and boxes as required.
- Assists departments with implementing appropriate practices for the maintenance of records in a manner consistent with the corporate records management program.
- Assists with the FOI program as required by retrieving, sorting and reviewing responsive records.
- Performs data entry with a high degree of accuracy.
- Assists with research.
- Performs all work duties exercising good judgment and initiative under broad guidelines and a high standard of confidentiality.
- Performs other related duties as required and assigned.

Necessary Qualifications:

Knowledge:

- Thorough knowledge of the responsibilities, functions and operations of a municipality.
- Understanding of the *Freedom of Information and Protection of Privacy Act*.
- Knowledge of and experience with the principles and practices of records and information management.
- Knowledge of Local Government Management Association (LGMA) classification system preferred.

- Considerable knowledge of business English and grammar in a legislative, municipal environment.
- Thorough knowledge of operation of common office equipment.
- General understanding of relevant legal documents and procedures.
- Knowledge of Tempest and FilePro systems would be an asset.

Skills/Abilities:

- Flexibility and ability to respond to changing work placements based on operational needs.
- Strong interpersonal and communication skills with the ability to deal effectively and tactfully with the public and coworkers.
- Ability to establish and maintain effective working relationships with the public, staff, and elected officials.
- Excellent time management skills and ability to work effectively while dealing with interruptions.
- Ability to work independently with minimal supervision and to accurately carry out duties.
- Ability to demonstrate, judgment, initiative and courtesy in completing work, especially those of a confidential nature.
- High degree of computer literacy in a Windows based environment with in depth working knowledge of current Microsoft Office Suite [Word, Excel, Access, PowerPoint and Outlook].

Education:

- Grade 12 graduation or equivalent
- A minimum two-year Local Government Administration diploma from a recognized post-secondary institution, or an equivalent certification.

Training/Certification:

- Courses in Records or Information Management an asset

Experience:

- Minimum of two years (2) clerical experience, preferably in a local government setting. OR equivalent or combination of education and experience.

The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.