



MUNICIPALITY OF MISSISSIPPI MILLS JOB DESCRIPTION

Department:	Administration
Division:	CAO
Job Title:	Administrative Assistant
Employee Group:	Non Union
Supervisor:	Clerk
Revision Date:	February 2022

POSITION SUMMARY AND SCOPE:

This is a senior administrative role that provides administrative support to the Chief Administrative Officer (CAO), Clerk and Council. The Administrative Assistant serves as the first point of public contact for the CAO, Clerk and Mayor's offices and performs a variety of administrative support functions as assigned.

DUTIES AND RESPONSIBILITIES:

1. Performs administrative functions for the CAO, Clerk, Mayor and Council, including but not limited to: maintaining filing systems, receiving, opening and rerouting mail; assisting with the preparation of meetings, conferences and committees under the portfolio of the CAO, Mayor and Council and attending such events, when necessary; maintaining office records; drafting letters and official information releases and remarks; screening incoming correspondence; booking meeting rooms; ordering refreshments for functions/events/meetings and clean-up of same; preparing presentation information and assisting in its delivery, as required.
2. Receive and screen all visitors and telephone calls to the CAO and Clerk's Office and the Mayor's Office, providing information and handling issues that may require sensitivity, discretion, and sound independent judgment.
3. Receive and develop responses to correspondence and emails received by the CAO, Clerk and Mayor's office. Follow up on correspondence accordingly.
4. Manages and maintains schedules for the CAO, Clerk and Mayor and when appropriate for Council; ensures all meetings, events and appointments are properly recorded and documented within their calendars; arranges, reschedules, cancels and confirms appointments and meetings.
5. Provides additional administrative support to members of Council.

6. Ensure materials, reports, and documents for signature are accurate and complete.
7. Researches and prepares documents, reports and correspondence in conjunction with meetings, events and/or proceedings.
8. Make arrangements for meetings and conferences, arranges travel requirements, accommodations and schedules for trips and out of town functions for all members of Council, CAO and Clerk.
9. Responsible for the Municipality's general email account i.e. forwarding messages to correct staff member, responding to general inquiries, etc.
10. Assist the CAO and Clerk with coordination of Council initiatives.
11. Performs backup duties for the front customer service representative as required.

The above generally describes the duties involved with the position. However, municipal work is varied in nature, employees will be required to perform duties in addition to the above from time to time as directed by the Chief Administrative Officer or Council.

EDUCATIONAL REQUIREMENTS:

- A post-secondary diploma in business administration (or equivalent)

SKILLS AND COMPETENCIES:

- Required 4-5 years progressively responsible, administrative experience.
- Experience working in a similar senior administrative role is preferred.
- Must have a sound working knowledge of computers particularly word processing and spreadsheet applications.
- Excellent communication and interpersonal skills with ability to maintain discretion.
- Ability to meet deadlines, prioritize and multi-task.
- Understanding of municipal government and the municipal election process would be an asset.

WORKING RELATIONSHIPS:

Internal	Council, CAO, Senior Staff, Admin Staff.
External	Residents and municipal election candidates

SUPERVISOR/MANAGEMENT:

The position does not have supervisory responsibilities.

Hours of work: 35 hours per week

Overtime may be required