

Job Posting: #2020-12

Job Title: Special Project Assistant

Department: Community Services

Reports To: Clerk / Director of Community Services

Hours per Week: 35

Status: Temporary Full-time (Contract)

Duration: May 4, 2020 to December 18, 2020

Hourly Rate: \$18.62 to \$22.63

Application Due Date: Friday March 27, 2020

Position Summary

Under the direction of the Clerk / Director of Community Services, provides administration support and assistance with projects. Assist with mapping the Municipality's customer facing processes, compiling an inventory of municipal road allowances and existing property-related agreements, and assisting in the development and documentation related to future property agreements.

Role Specific Duties and Responsibilities

Project Support:

1. Assists in the project plan for the Process Mapping project.
2. Conducts interviews with municipal staff across all departments to ascertain existing processes.
3. Develops process maps in electronic format to reflect municipal customer facing processes.
4. Reviews process maps for accuracy with departmental staff and senior management.

Legal and Property:

1. Compiles database of municipal unopened road allowances, and private lands accessed via those road allowances.
2. Conducts research into property ownership and registered access agreements related to road allowances.
3. Conducts research into property ownership and registered easement agreements related to municipal infrastructure on private property and private infrastructure on municipal property.

General Duties and Accountabilities

1. Provides a high standard of customer service while responding to enquires and resolving complaints from the public and staff.

2. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
3. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
4. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

- Possess a valid Class "G" Driver's License in good standing.

Education, Skills and Experience

1. Post-Secondary diploma in administration, business, political science or related discipline or an equivalent combination of education and experience.
2. Minimum 1 year related administrative experience, preferably in a municipal office environment.
3. Thorough working knowledge of Microsoft Office applications.
4. Experience using or knowledge of GIS, property search and records management software would be considered an asset.
5. Exceptional customer services skill required to respond to inquiries and resolve complaints from the public, staff, and Council.
6. Strong skills in communication (written, oral and interpersonal), organizational, public relations, project and time management.
7. Ability to maintain confidentiality, be tactful in all dealings, and be self-motivated.
8. Ability to multi-task, to work with interruptions, and to display common sense and patience.

Physical Demands and Working Conditions

- Physical demand requires considerable sitting and computer usage. Working conditions are in a standard office environment and public meetings with exposure to written and verbal criticism from the public and phone/counter interruptions.
- Normal hours of work are 35 hours per week, Monday to Friday, attend occasional meetings outside normal working hours, as required.

Contacts and Interactions

- Communicates regularly with senior management and municipal staff. Occasional interaction with Mayor and Council, and the public.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2020-12 by Friday March 27, 2020 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.