



Town of Flatrock Employment Opportunity:

Assistant Town Clerk

The Town of Flatrock is growing and we are now in need of an Assistant Town Clerk to help with the everyday operations of our town.

This new hire will perform a wide range of administrative and office support activities to facilitate the efficient operation of the Town of Flatrock.

Job Tasks and Responsibilities

- Extensive use of the "Town Suite" software
- Research and apply for grants that the town could avail of
- Update website and social media
- Issuing building permits, compliance letters, and tax certificates
- Perform receivables, such as tax payments, summer camp payments, payment plans etc.
- Assist in digitizing files
- Follow up on outstanding taxes.
- Answer, screen and transfer inbound phone calls
- Help plan social functions – Christmas parade, senior's dinner, Snowfest, Easter etc.
- Help Interview & hire summer camp counsellors with recreation.
- Receive and direct visitors and clients
- General clerical duties including photocopying, fax and mailing
- Maintain electronic and hard copy filing system
- Work with maintenance employees to obtain and maintain a CORE certification
- Handle requests for information and data
- Prepare written responses to routine enquiries
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments and travel arrangements for staff, Mayor or Councillors
- Prepare agendas for meetings and prepare schedules (when needed)
- Record, compile, transcribe and distribute minutes of meetings (when needed)
- Open, sort and distribute incoming correspondence
- Maintain office supply inventories
- Update and maintain templates
- Help create monthly news letters
- Assist with Municipal Elections.

Education and Experience

- Post-Secondary education in business administration or equivalent experience.
- Previous municipal administrative experience, considered an asset.
- Computer skills, proficient in MS Office Suite (Word, Excel, Power Point)
- Experience using "Town Suite" software (A/R, A/P, banking)
- Municipal Assessment Agency training (Municipal Guide to Property Assessment)
- Professional Municipal Administrator CORE program, considered an asset
- Environmental Policy & law training, considered an asset
- Experience with Municipal Elections, considered an asset
- Experience planning meetings + minute taking

- Experience planning recreational events, considered an asset
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Knowledge of principles and practices of basic office management
- First Aid training

Key Competencies

- Communication skills - written and verbal
- Planning and organizing
- Prioritizing
- Problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Customer service orientation
- Teamwork

Please forward resume to info@townofflatrock.com or to the Town Hall at 663 Windgap Road, Flatrock, A1K 1C7 by 3:30 pm Friday 19 January 2018. The Town of Flatrock welcomes all applications; however, only those selected for an interview will be contacted. Thank you for your anticipated interest in this position.