

Village of Innisfree
Procedure No: 1900-01C NEW
Job Description – Administrative Assistant

Job Title: Administrative Assistant

Department/Group Administration – Support Staff

Travel Required: Rarely, to attend regional meetings &/or workshops

HR Contact: Chief Administrative Officer

Applications Accepted by:

Fax: 780.592.3729
Email: inifree@telus.net
Subject Line: Administrative Assistant
Attention: CAO – Administrative Assistant

Mail: Village of Innisfree
Attn: CAO – Administrative Assistant
PO Box 69
Innisfree, AB T0B 2G0

Function/Purpose:

This position performs specified and general office duties in the Village of Innisfree Administration Department. Will be required to perform Administrative support as required/directed by the CAO.

Key Responsibilities:

Municipal Legislation - Bylaws, Policies & Plans

- Provide administrative support to research, develop and write Municipal bylaws, as identified for development by the CAO, for Council endorsement.
- Provide administrative support to research, develop and create Municipal policies and practices as directed by the CAO, for Council endorsement.
- Provide administrative support to develop plans (i.e. Strategic, Business, etc.) as identified by the CAO, for Council endorsement.
- 40% of work load

Financial Administration – Reports, Planning & Activities

- Provide administrative support to prepare financial reports for Council, the Public and for auditing purposes as directed by CAO.
- Provide administrative support to research, develop and prepare short- and long-term financial plans as directed by CAO for Council consideration and endorsement.
- Provide administrative support to manage day-to-day financial reports and activities, as required.
- 20% of work load

Customer Service & Communication

- Frequently advise, direct, assist and cooperate with the general public
- Strong analytical skills, both oral and written
- The ability to communicate effectively with the public and the CAO and to foster positive relationships.
- 10% of work load

Risk Management & Safety

- It is the responsibility of the Village of Innisfree employees to take care to ensure their own safety and the safety of others, to know and to follow all safety and health instructions, rules, regulations and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer.

- Employees are responsible for ensuring that operations are performed with the utmost regard for the safety and health of all personnel, and for promoting proper attitudes towards safety and health in themselves and in those they supervise.

- Hazard Assessment and Risk Management are contained in the Village of Innisfree Safety Manual.

Qualifications & Educational Requirements

- Education:
 - Completion of Grade Twelve (12) or Equivalent
 - Certification &/or combination of some education & experience in municipal administrative services

- Experience:
 - 2 years' related experience in general municipal administration services

- Preferred Skills:
 - Strong Public Relation skills
 - Strong analysis skills
 - Proficient in Microsoft Office Suite, including Excel

- Working Conditions:
 - Ongoing interruptions, and working alone
 - Identified job hazards:
 - Dealing with angry people
 - Repetitive muscle damage due to extended work hours at a computer, including eye strain