

CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET

JOB DESCRIPTION

TITLE: Administrative Secretary – Building Department
SERVICE: Building Department
SUPERVISOR: Chief Building Official

SUMMARY OF FUNCTIONS

Under the supervision of the Chief Building Official, the administrative secretary – building services greets people and customers, answers and directs telephone calls, transmits information as required, receives mail and tax payments, prepares and archives files and performs administrative tasks for the Building Department.

DUTIES AND RESPONSIBILITIES

1. PROGRAM/SERVICE

- Answer telephone calls provide information to the caller, take messages, or direct calls to designated persons or their voice mail.
- Provide general information to the public, and direct callers to the appropriate person.
- Collect property and water tax payments and, on occasion, calculate applicable interest prepare daily deposits, maintain petty cash.
- Manage the building permit program prepares monthly statistical reports (number of permits, revenues, etc.) and the annual report.
- Prepare construction files, assemble plans and documents, occasionally conduct research to complete files and maintain the filing system.
- Follow up on 911 Service's requests, verifies and assigns new civic numbers for new construction, notifies emergency service and UCPRs, finance department and concerned residents, and coordinates the order and the installation of civic number poles and signs.
- Produce construction reports for MPAC.
- Perform general office work, photocopies and assemble documents, for distribution by mail, fax or e-mail, receive and distribute mail, etc.

2. HUMAN RESOURCES

None

3. FINANCIAL RESOURCES

None

4. MATERIAL RESOURCES

- Material resources include a computer, printer, telephone, fax machine, photocopier and stamp machine.
- The employee is responsible for the material and equipment assigned by the municipality.
- The incumbent must ensure the confidentiality of all documents transmitted to him in accordance with applicable laws, regulations and policies.

SKILLS AND EFFORT

5. KNOWLEDGE/EXPERIENCE

- High school diploma plus training and experience in municipal finance and administration.
- Minimum of two (2) years' experience in a similar position.
- Knowledge of public administration.
- Knowledge and understanding of the Municipal Act, 2001, and other laws and regulations applicable to municipal services.
- Ability to communicate in French and English (orally and writing).
- Demonstrate ability to work to tight deadlines at times.

6. PHYSICAL AND MENTAL EFFORT

- This position requires no physical effort on the part of the incumbent.
- Regular short periods of mental concentration.
- Dexterity in writing letters, reports and certificates.

7. JUDGMENT

Work is performed under the supervision of the General Manager in accordance with established guidelines, procedures, and policies.

The incumbent exercise judgment:

- By respecting established priorities to meet work deadlines.
- By ensuring that files, reports and permits are produced and submitted within the prescribed deadlines specified by regulations, policies and legal requirements.

8. INTERPERSONAL SKILLS

The incumbent possesses superior interpersonal skills to always interact positively and professionally with his/her immediate supervisor, co-workers, all Township employees, the public and various stakeholders.

Contact:

INTERNAL:

- Regular contact with people throughout the organization.

EXTERNAL:

- Regular contact with outsiders by mail or telephone or both, with the public representatives, and the business community.

WORKING CONDITIONS:

9. ENVIRONMENT

The work is carried out in a typical office environment.

10. CONTROL OF WORKING HOURS

The incumbent is expected to work a 35-hour week, Monday to Friday. The incumbent may be required to work overtime from time to time to meet deadlines.

Note: This document has been written using the masculine gender solely for the sake of brevity. It is agreed that both genders, masculine and feminine, are an integral part of this document.