

# MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

## **POSITION DESCRIPTION**

### **Administrative Assistant II Public Works**

#### **Overview**

Reporting to the Director of Public Works, the Administrative Assistant II will provide support to the Public Works Director and the Department. Duties include a variety of administrative functions, such as maintaining files, coordination of financial processes and billing for the Beech Hill Transfer Station. The Administrative Assistant will also assist with the preparation of provincial and regulatory reports and liaise with engineering firms, suppliers and other partners as required. The Administrative Assistant shall succeed by fulfilling their own responsibilities well and supporting the overall success of the team.

#### **Behavioural Competencies**

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

Customer-Service  
Accuracy

Teamwork  
Communication

#### **Outcomes and Key Responsibilities**

The following is a general outline of duties and responsibilities of the Administrative Assistant II and is not intended to be all-inclusive or limit the Director of Public Works to expand the functions or to assign additional responsibilities.

#### **Specific Responsibilities:**

- Implement and maintain the Municipality's approved records management system for all aspects of Public Works Department, including:
  - Receiving and tracking bulk water purchasing.
  - Tracking and recording employee attendance and leave.
  - Maintain all forms used by the Department so they are accurate and accessible.
  - Creating and maintaining files as necessary.

- Coordinate Department's financial processes, including:
  - Assist Director of Public Works and Director of Finance with preparation of annual budget.
  - Monitor budgets on an on-going basis and provide monthly reports to the Director of Public Works.
  - Coding invoices for payment.
  - Compiling monthly fuel reports.
  - Reconciling credit card receipts.
  - Collecting and reviewing all departmental payroll sheets.
  - Responsible for petty cash.
  - Responding to any inquiries necessary to complete, maintain or audit financial records.
  
- Assist Director of Public Works and/or Supervisor of Water & Wastewater with completion of monthly/quarterly/annual reports to Department of Environment and other reporting requirements related to all environmental and transportation services, operations and facilities, including:
  - Receiving and filing water and sewer samples & analysis.
  - Track Atlantic 12, Crystal Plus, etc.
  - Transcribe daily water testing, purchasing and raw water samples.
  - Transcribe sewer treatment plant testing & maintenance records.
  - Maintain sewer treatment plant flow records.
  - Maintain and track allocation of water meters.
  
- Ensures billing, balancing and monthly reports for the Beech Hill Solid Waste Resource Management Facility is appropriate, timely and accurate and discrepancies are investigated thoroughly and resolved.
  
- Map and maintain records with respect to all properties serviced by municipal water and/or sewer. i.e., location of shut off for all water accounts.
  
- Act as liaison with engineering firms, suppliers and coordination of building maintenance.
  
- Crosstrain and provide support as needed for the Scale house at the Beech Hill Solid Waste Management Facility.
  
- Perform other duties as assigned by the Director of Public Works and/or CAO.

### **Qualifications**

- Post-secondary education in office administration.
- 2 – 5 years of experience in providing administrative, secretarial or clerical support including managing information, logistical support and bookkeeping in support of senior management.
- Proficient use of general office software, specifically Microsoft 365. Ability to learn and develop proficiency in specialized information systems.
- Bookkeeping background and knowledge of QuickBooks and Excel.
- Positive communication skills in working with colleagues and the public.

- Knowledge of Occupational Safety Regulations, Solid Waste By-Law, Nova Scotia Environment Regulations
- Excellent customer service and interpersonal skills
- Work independently and as part of a team.
- Activities require light physical effort. Generally indoors.

### **Terms and Conditions of Employment**

The Municipality has an approved salary scale for this position: \$51,312 - \$58,642. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.