



**Township of Adjala-Tosorontio
Is seeking a permanent full time**

Public Works Administrative Assistant

The Township of Adjala-Tosorontio is located immediately north of the GTA, at the Southwest border of Simcoe County. Our population is approximately 11,000 people and offers rural living with proximity to urban amenities.

Reporting to the Supervisor of Operations and Maintenance, the Administrative Assistant will be an integral member of the Township's Infrastructure and Development Team. We are seeking a highly motivated and organized professional who thrives in a dynamic environment and possesses a good understanding of municipal public works operations.

The key duties include but are not limited to: Front line communication and interaction with the public, Council members and all stakeholders including other levels of government, utility companies, contractors, etc. Administrative support for the Director of Infrastructure and Development. Customer service including appropriately responding to inquiries and complaints. Inputs service requests in CityWide database. Liaison and co-ordination with other Township Departments including Planning and Building/By-law as required. Research for legal matters as required. Procurement activities including preparing, modifying and managing procurement documents for the Department. Issuance of permits such as entrance permits. Directing emergency calls to Road Crews during regular scheduled hours of operation. Reporting Streetlight Issues and Outages for maintenance and repair. Providing locate information to Ontario One Call. Co-ordinates scheduling of repair appointments for water meters. Updates information in the GPS program for road and winter patrol, sign inventory and information management systems. Arranging for services provided to the Township from agencies, i.e. County line painting. Preparation of schedules for Winter Patrol. Scheduling appointments and training courses for Department staff.

Qualifications:

- Post-Secondary education.
- 1-2 years of related experience, preferably within a municipal environment.
- Thorough knowledge and computer proficiency in Microsoft Office products (including Outlook, Word, Excel and PowerPoint), as well as Mesh and CityWide software.
- Experience with Microsoft Office 365, iCompass and TabFusion software is an asset.
- Excellent administrative, organizational, communication, time management, public relations, and team skills.

Conditions of Employment:

- Valid Ontario Class "G" Driver's License in good standing
- Satisfactory Criminal Record Check

Salary is \$40,226.56 to \$50,283.21 (2020) annually, plus a comprehensive employee benefit plan.

Interested applicants are invited to submit a cover letter and resume by March 1, 2021 to HR@adjtos.ca

We thank all those who apply, but only those selected for an interview will be contacted. Accessibility accommodations are available for all parts of the recruitment process. Applicants are asked to make their needs known in advance. Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility.