



EMPLOYMENT OPPORTUNITY

Position: Water & Sewer Operations Administrator	Status: Permanent Full-time
Wage: \$21.31 to \$23.05 per hour	Classification: Non-Union Staff Class 4
Posting Date: July 28, 2010	Closing Date: 12:00 noon on August 13, 2010

POSITION SUMMARY:

Primarily responsible for providing and coordinating office administration and support services to the Water and Sewer Department including front line customer interface. Provides research and liaison for senior management and supervisors of the department.

MAJOR RESPONSIBILITIES (not limited to):

- Provide and coordinate administrative and department support functions in accordance with District of Muskoka policies and procedures, by-laws, health and safety directives, collective agreement and Ministry Regulations.
- Facilitate communications between departmental management, consultants, trainers and staff: elected representatives; corporate management; community organizations; and other government organizations.
- Facilitate and monitor management work processes and projects to meet scheduled requirements.
- Research, design and develop improved work processes for administrative and department functions.
- Assist in the development and monitoring of departmental budgets.
- Coordinate management's preparation of report packages and/or research documentation for meetings. Distribute report package information as required.
- Edit and prepare for distribution, draft management documentation including correspondence, notices and departmental standard operating procedures.
- Maintains existing and creates new operator licensing and training files. Monitors and coordinates staff training and licensing requirements and prepares and submits documentation and fees for same to the Ontario Environmental Training Consortium.
- Respond to telephone and/or walk in enquiries regarding water and sewage infrastructure. Provide back up to customer service function.
- Responsible for purchase card and petty cash account.
- Carry out general office administration support duties as assigned.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

Graduate of a two-year community college diploma program related to position requirements, or equivalent. Two to three years of progressively related experience. Demonstrated ability to independently problem-solve. Proven ability to accomplish performance objectives within departmental, community and Ministry environments. Demonstrated technological proficiency and highly developed organizational skills. Exceptional written and verbal communication skills. Respond effectively and courteously with the public. Valid Ontario driver's license.

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