

The District Municipality of Muskoka is currently recruiting for a
Administrative Assistant



Posting Date: Wednesday, October 2, 2024
Closing Date: Wednesday, October 9, 2024 @ 12:00 NOON
Starting Rate: \$62,016 annually
Salary Range: \$62,016 – \$72,550 annually
Hours of Work: 37.5 hours per week
Classification: Non-union
Status: Permanent full-time

The District:

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [It's what we do!](#)

The Opportunity:

The Administrative Assistant provides coordination and confidential administrative support to department Commissioner and other departmental leaders. This job manages, schedules, coordinates meetings and events, prepares detailed reports and correspondence, and handles sensitive information with discretion. This position acts as a liaison between various departments, elected officials, and the public, facilitating smooth interactions and addressing inquiries

What you will do:

- Provide administrative support to departmental leaders, including confidential correspondence and reports, briefing notes, scheduling, travel and meeting arrangements, report review and editing.
- Act as the primary point of contact for internal and external communications, handling inquiries and directing them to appropriate personnel.
- Communicate and act as a liaison with other departments, members of Council or other committees, area municipalities, provincial and federal ministries, and other related organizations, and members of the public.
- Research, compile data, and initiate preliminary Committee and Council reports, correspondence, policies and procedures for the department Commissioner and other departmental leaders.
- Proofread and edit reports, correspondence, and presentations to ensure accuracy and adherence to municipal policies, procedures, and standards.
- As part of District Council governance, prepare, review, distribute and coordinate meeting agendas and minutes including meetings of the relevant Standing Committees, special purpose committees, departmental meetings, and meetings with the Area Municipalities.
- On behalf of departmental leadership, arrange meetings with internal teams, external stakeholders and partners, and staff of other levels of government.
- Act as the departmental Records Coordinator to develop and maintain departmental record keeping systems including electronic files, scanning, records retention, financial, personnel and other confidential files. Provide direction to divisions as required for divisional record keeping.
- Assist in coordination and implementation of departmental administration projects and initiatives, such as annual budget preparation, staff/committee meetings, department specific taskforces and planning tables.
- Review operating practices / procedures to identify opportunities for improvements in workflow.
- Participate in corporate special projects and events, such as development of strategic priorities, media events, ministry delegations, conferences, and workshops.
- Assist in the development and maintenance of the District's internal and external websites.

What you will need:

- Graduation from a three-year community college program in office/ business administration or related field
- Minimum four (4) years progressively responsible related experience, preferably in a municipal environment
- Exceptional interpersonal / customer service skills, including tact, diplomacy, and confidentiality.
- Superior organizational skills and a demonstrated high level of accuracy, speed, and attention to detail.
- Advanced technological proficiency and highly developed written and oral communication skills.
- Ability to deal effectively and diplomatically with the public, community partners, staff, senior officials and municipal, provincial and federal politicians.
- Advanced proficiency in, Adobe, web-based applications and Microsoft 365 including SharePoint.

What we are offering:

The District is proud to offer the following benefits with this job:

- Health benefits
- Paid vacation
- Paid leaves
- OMERS pension
- Work-life flexibility
- Perks and discounts
- Wellness programs
- Fostering and fun environment
- Professional development and education opportunities
- Pay range progression based on length of time in the job and satisfactory performance

The Next Step

If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), submit your application using the apply now link below.

[APPLY NOW](#) or visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Department](#).