

The District Municipality of Muskoka is currently recruiting for an **Administrative Assistant**



To join our Engineering & Public Works team

The District of Muskoka is seeking a professional Administrative Assistant to join our Engineering & Public Works (EPW) department, on a permanent basis, to provide primary Administrative Support to the Commissioner, EPW.

In this confidential role, the Administrative Assistant provides high calibre administrative support primarily to the Commissioner, but also to the rest of the EPW Management Team, as required. The Administrative Assistant is a key player in the day-to-day support operations of the department and facilitates effective communication, records management and the development and administration of efficient work processes.

The Administrative Assistant's responsibilities include, but are not limited to:

- Providing a comprehensive range of administrative support and coordination of departmental matters for the Commissioner. This includes:
 - Confidential correspondence and scheduling for the Commissioner and Department Directors
 - Preparing preliminary/ draft Committee and Council agendas and reports including;
 - Research & data compilation
 - Reviewing, editing, preparation, distribution and coordination of meeting agendas and minutes
 - Maintaining the departmental files and record keeping systems in accordance with records management processes
 - Functional oversight of all administrative functions and procedures within EPW
 - Leading the review of administration projects and processes as assigned and implement change.
 - Implement and communicate District policies and procedures including special projects and events.
 - Review operating practices and procedures in order to determine opportunities for improvements in workflow.
- Coordinating the maintenance of EPW pages on the District's intranet and website.
- Organizing the development and maintenance of departmental business continuity plans in consultation with the CEMC, Commissioners and Directors.
- Communicating regularly with the public and acting as a liaison with other District departments, members of Council, members of other Committees, provincial and federal ministries, and other agencies and related organizations.

What you will bring to us

As the right-hand person to the Commissioner, you will be a highly organized and efficient administrative professional with, at minimum, 3-4 years of experience supporting senior level executives with all business related matters, knowing what needs to be done to keep them organized. Attention to detail is paramount as is the ability to be tactful in (politically) sensitive situations.

We would expect that your strengths include excellent communication, organization, analytical and inter-personal skills – these skills enable you to cope with competing demands and multiple tasks. You will have a demonstrated ability to independently problem-solve and bring ideas for efficiency to the table. Your technology skills need to be well above average.

On the practical side, you are a graduate of a three (3) year community college program in a field related to the position requirements.

What We Offer

The District offers a competitive salary package, including a comprehensive health and dental benefits plan, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in! The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

The Annualized Salary range for this permanent non-union staff position is: \$ 53,711 - \$ 63,238

Why the District of Muskoka?

Muskoka is a great place to live and play! We are a four-season municipality that offers a balance between family life and work. We are built around supportive and caring communities that are always growing, with wonderful schools and facilities.

As the Upper Tier Regional Municipality, we partner with the six Area Municipalities to work together through sound governance, managing the legacy of a healthy Muskoka by protecting the natural environment, driving a vibrant economy and enhancing the inclusiveness of our caring community.



Administration Building

How to Apply

If you have the necessary skills, experience and qualifications, please review the “**How to Apply**” instructions on our website before submitting your application: <https://www.muskoka.on.ca/en/district-government/Career-Opportunities.aspx>

Once you have reviewed the instructions, please click on the “**Apply Now**” link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

Interviews for this role are anticipated to take place the week of June 17, 2019. Please confirm your availability to attend an interview that week when you submit your resume

POSTING CLOSING DATE: Friday, June 7, 2019 @ 12:00 NOON

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and 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.