



Town of Antigonish
Job Description – Administrative Assistant to the CAO and Director of Recreation
(11 month Term - Maternity Leave)

Department: Recreation and Administration

Supervisor: Chief Administrative Officer and Director of Recreation

Salary Range: \$30,000/year

Hours: 35 hours/week; 8:30 AM to 4:30 PM; some evenings and weekends required

Start Date: February 27th, 2012

General Accountability

This position works with both the Recreation Department and Administration. The position reports to both the Chief Administrative Officer (or designate) and the Recreation Director. The Executive Assistant provides reception and customer service for all clients who enter the Town Hall. The position is also responsible for the updating of the Town's website and social media.

Duties:

Recreation

- types correspondence for the Recreation Director and/or the Department;
- sends notices pertinent to the Recreation Department, e.g., "Learn to Swim" information, Recreation brochures;
- responsible for all Recreation Department program registrations throughout the year, e.g., swim programs, seniors programs;
- receives applications for field usage and schedules fields for the season;
- responsible for billing field user groups;
- responsible for the preparation and distribution of the quarterly "Talk of the Town" Newsletter;
- orders office supplies;
- responsible for equipment rentals and/or loans; and
- other duties, as required.

Administration

- provides administrative support to the Chief Administrative Officer and the Mayor;
- manages confidential correspondence for the Chief Administrative officer and Mayor, as required;
- provides administrative support for the annual flower basket and winter programs, as directed by the Chief Administrative Officer, including taking and confirming orders and billing;
- research and gather information from Nova Scotia municipal units regarding policies and/or by-laws, as directed;
- takes minutes at meetings, as required;
- other duties, as required.

Internet and Social Media

- responsible for updates and maintenance to the Town of Antigonish website;
- responsible for social media interaction via Facebook, Twitter, YouTube, etc. for applicable Town Departments; and
- other duties, as required.

General

- responsible for the provision of information to the public;
- answering all incoming telephone calls and re-directing as appropriate;
- responding to email inquiries and referring as appropriate;
- maintains good public relations in dealing with the public, answering and referring questions pertaining to municipal matters;
- manages the public information desk ensuring all pamphlets and brochures are current;
- receives and distributes all mail received at the Town Hall;
- filing of accounting documentation with respect to copies of cheques issued by the Town;
- prepares certificates for the Town and/or its Committees, as directed by the Chief Administrative Officer;
- participates on Committees, as required; and
- other duties, as required.

Qualifications:

- University or Community College experience in Recreation, Business administration or Executive assistant training;
- Municipal experience is an asset;
- Proficient knowledge of various software programs including Microsoft (Word, Excel, Publisher), WordPerfect, HTML, Adobe, Outlook Messenger, Internet, and Social Media (Facebook, Twitter, YouTube);
- Possess a valid Nova Scotia Drivers License and access to a vehicle in good working order;
- Good analytical skills; oral and written communication skills; effective communicator and interpersonal skills; and considered to be a self-starter;
- High customer service standards and ability to deal with the general public in a proper, efficient manner;
- Knowledge of Recreation and related activities such as scheduling and registration;
- Exceptional work ethic, sensitive to confidential matters, ability to prioritize tasks, multi-tasker, organizational and office management skills; and
- Ability to lift up to 50 lbs. (approximately 22.6796 kg.).