



## **EXTERNAL JOB POSTING ADMIN-24-15**

Administration

Executive Assistant/Deputy Clerk

Job Type: Permanent, Full-Time

Date Posted: December 10, 2024

Current Job Description Applies Non-Union

Rate of Pay: Salary

### **GENERAL**

The Municipality of Greenstone is seeking a highly motivated individual who demonstrates strong leadership qualities, integrity, good communication and organizational skills to fill the position of Executive Assistant/Deputy Clerk.

The primary function of the Executive Assistant/Deputy Clerk is to provide administrative and clerical support to ensure that municipal operations are maintained in an efficient and effective manner.

### **QUALIFICATIONS**

- Minimum of Grade 12 education, and training in or familiarity with procedural by-law
- College diploma and completion of or enrolled in the Municipal Administrators Program of the AMCTO preferred
- Thorough knowledge of municipal government processes and parliamentary procedures
- Comprehensive knowledge of general office procedures, including record and information management systems
- Excellent typing and computer skills, with superior working knowledge of Windows and Microsoft Word, Excel, Power Point, Publisher, Adobe Pro, web design and writing, social media, Internet, document management system, paperless agenda system, and live streaming software
- Experience working on municipal elections in a Clerk's office is desirable
- Ability to deal with confidential municipal issues in a secure manner
- Experience in preparing Council resolutions and by-laws
- Skills in bookkeeping or accounting
- Excellent oral and written communication skills
- Excellent interpersonal, organizational and public relations skills
- Knowledge of Provincial lottery licensing regulations and policies
- Ability to function efficiently in a multi-task setting
- Must be precise and accurate in performance of duties

### **SUPERVISION**

- Directly supervise the Deputy Lottery Clerks in 3 Ward Offices.

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.





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**GREENSTONE**

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### **REPORTING RELATIONSHIP**

- Reports to the Clerk

### **HOURS OF WORK**

- 7 hours per day, 35 hours per week, Monday to Friday 8:30 a.m. to 4:30 p.m.

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m. on December 27, 2024 to:

Al Gordon, Manager of Human Resources  
Municipality of Greenstone Administration Office  
PO Box 70, 1800 Main Street  
Geraldton ON POT 1M0

Email: [al.gordon@greenstone.ca](mailto:al.gordon@greenstone.ca)  
Fax: (807) 854-1947

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