

TOWN OF TWO HILLS

Job Description

POSITION TITLE: Executive Secretary

REPORTS TO: C.A.O. or Designate

SUBORINATE POSITIONS: Hall Caretaker

POSITION SUMMARY:

The main emphasis is in the area of providing confidential, administrative and secretarial support to the Chief Administrative Officer (CAO). Duties significant to this position include reception, clerical assistance, and recording for all Council meetings, research, and composing/drafting documents.

PRIMARY DUTIES:

1. First duty of the day is opening the office and beginning of the day procedures ie: Safe, front computer, install new back-up drives, check answering machine and fax machine.
2. Responsible for answering telephone calls, and dealing with caller(s) or referring to the appropriate person.
3. Prepares reports, minutes, bylaws, letters, ads, and various other correspondence.
4. Under the direction of the CAO, organize, prepare and distribute information for all Council meetings, and records minutes for the CAO's review of the proceedings.
5. Maintaining record management system, involving filing materials of varying nature, updating files and motions and bylaw directory to ensure records are kept current. Also responsible for maintaining documents retention and destruction program.
6. When requested, compose correspondence, provide research assistance, compile data, prepare reports and assist with grant applications.
7. Assist the Bylaw Enforcement Officer with issuing notices pertaining to the Town's bylaws, such as weed control, unsightly premises, etc. Maintain records complete with pictures, if required, for all Bylaw notices.
8. Maintain records, invoice and issue Business and Animal licenses. Follow up after with past due dates.

9. Order and inventory all office supplies within the budget parameters, including maintaining inventory levels for the Xerox machine, Postage meter and Brother Printer.
10. Prepares and delivers outgoing mail for postal service. Collect all and open all incoming mail and distributes as directed.
11. Compile the Centennial Hall events calendar and maintains responsibility for booking dates and invoicing for same. Assists with the ordering/replacing of furniture/equipment etc. for the hall. Oversee Caretaker and replenishes cleaning supplies as directed. Reconcile Caretaker timesheets.
12. Assort and sort Town keys for various Departments and delegate to have them tested to find out which keys are no longer required and set up a key box, complete with typed list.
13. Perform other related duties as assigned by the CAO.
14. Prepare reports, letters, and other correspondence within own department.
15. Develop, maintain and follow all departmental procedures.
16. Adhere to all bylaws and policies imposed by council.
17. Assist Accounts Clerk with newsletter preparation.

SHARED DUTIES:

1. Provide reception and customer service to individuals attending the office with questions or concerns by providing basic information or referring the person(s) to the appropriate department.
2. Collect payments for utility, taxes, and licenses, and other revenue.
3. Provide clerical support and assistance to all departments of the Town, as may be required.
4. Perform system maintenance and update programs on all computer systems within the office and maintain an open line of communication with our computer technicians.
5. In the absence of Accounts Clerk, responsible for day end balancing and bank deposit of same.
6. Provide clerical support and assistance to all departments of the Town, as may be required.

EDUCATION AND EXPERIENCE PREFERRED:

1. Grade 12 diploma.
2. A minimum of two years experience in a complex clerical environment.
3. Excellent computer skills and proficiency in Microsoft Office applications.
4. Excellent verbal and written communication skills and organizational skills.
5. Ability to provide high-quality customer service.
6. Ability to prioritize and work well in a busy environment.