



HIRING DEVELOPMENT SERVICES OFFICE ASSISTANT SUMMER STUDENT

We are looking for one student to join our team at the municipal office this summer in the Development Services department. Successful candidates will be responsible for supporting the department with administrative tasks and assisting the public. The preferred candidates will be organized, adaptable, have strong time-management skills, and be working towards a post-secondary education in local government in administration. Familiarity with Windows and Microsoft suite of programs is an asset.

The wage range for this position is \$18.07-\$22.59.

Interested candidates are invited to submit a covering letter and resume by 1:00 pm on March 25th, 2024 to:

Municipality of Bluewater
Jodi Overholt, Executive Assistant
14 Mill Avenue
Zurich ON, N0M 2T0
E: joverholt@municipalityofbluewater.ca

The Municipality of Bluewater is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information for this position is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.

MUNICIPALITY OF BLUEWATER

POSITION DESCRIPTION: Development Services Office Assistant (Summer Student)

DEPARTMENT: Development Services

REPORTS TO: Manager of Development Services | CBO

POSITIONS SUPERVISED: None

PAY STATUS: Hourly

Position Summary

The Development Services Office Assistant is responsible for providing effective and efficient administrative, clerical and research support to the Manager of Development Services, with a focus on records management.

Major Responsibilities:

Providing effective and efficient administrative, clerical and research support to the Manager of Development Services.

Provide coverage of telephones and counter for building and planning services.

Assisting with scanning and uploading of archived building permits into the electronic records system.

Oversees the creation of files and records, identify and classify the subjects.

Prepare and operate information retrieval systems and respond to requests for information.

Processes mail, facsimiles, e-mails and courier packages as required.

Assist with drafting of notices for the Municipality's website and local newspaper.

Completes data entry tasks.

Assist with general administrative, building, planning and by-law related tasks including receiving supporting documents for building permits and policy drafting as required.

Perform other duties as assigned.

More Details:

Knowledge of general office procedures and record and information management systems.

Adhere to all municipal policies and procedures.

Work effectively as a member of a team.

Qualifications:

Customer service skills and office administration experience.

Proficiency in Microsoft Office and Adobe.

High degree of accuracy and attention to detail.

Strong written and verbal communication skills.

Able to work in a fast-paced changing environment with emphasis on multi-tasking.

Ability to work independently and in a team setting with a positive attitude.

Familiarity with the *Municipal Freedom of Information and Privacy Protection Act* is an asset.

Knowledge and experience with TOMRMS is an asset.

A proven track record of high-quality work accomplishments.

Working Conditions:

Work occurs in an office environment with a high degree of public contact, as well as exposure to highly sensitive and confidential information, which may be of a personal nature.

This position requires long periods of sitting as well as consistent visual concentration upon computer screens. Lifting of boxes is required.

Hours of work are scheduled within the core operating hours of 8:30 am to 4:30 pm Monday through Friday.

Approvals:

Incumbent

Date

Manager

Date