



## **JOB DESCRIPTION**

**POSITION:** Administrative Assistant 1 (AA1)

**CLASSIFICATION:** Union – Full-Time 37.5 hours/week

**REPORTS TO:** Chief Administrative Officer

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### **POSITION SUMMARY:**

Reporting to the Chief Administrative Officer (CAO), the AA1 position is responsible for performing general office duties, and providing exceptional customer service and information to the public and staff. This position includes providing backup for payroll, accounts payable, support for grant writing and handles ICBC Drivers licensing transactions. The AA1 will work independently with limited supervision.

### **DUTIES AND RESPONSIBILITIES**

#### **Administrative Assistant 1:**

- Provides reception and assistance, acting as the first respondent for both callers and visitors to the Municipal Office.
- Perform general office duties, including, but not limited to filing, photocopying, writing letters, minute taking and data entry.
- Provides relief support as needed to assist the Finance Department with processing Accounts Payables, Accounts Receivables and Payroll.
- Receive money paid to the municipality and process receipts for all functions of the municipality, including, but not limited to, utilities, property taxes, business licences, animal licencing and cemetery services.
- Assists with updating the Village of McBride website and social media sites.
- Assists with maintaining the municipal calendar.
- Responsible for booking facilities and coordinating various events, as needed.
- Assist with preparation of information documents, news releases and updates.
- Updates and data entry for Cemetery transactions and process paperwork as required.
- Responsible for ordering office and janitorial supplies and maintaining an inventory.
- Coordination of hospitality for Council and Staff meetings, as needed.
- Attend various meetings as appointed by the CAO.
- May be required to attend meetings outside of regular business hours.
- Process ICBC Drivers Licencing transactions; assists with ICBC Batching, deposits and inventory control and reporting.
- Acts as Marriage License Issuer & Commissioner for taking Affidavits.



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- Provide relief assistance while other administration staff are on leave.
- Supports the grant writing function, including, but not limited to, the following:
  - Maintain the grant tracking spreadsheet, including reporting deadlines
  - Maintain grant files, both electronic and paper
  - Research new grant opportunities
  - Generally providing grant writing support
- Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to provide excellent customer service in a pleasant, positive, professional manner.
- Punctual and reliable.
- Skilled in operating a computer and efficiently using a variety of software packages, including, Word, Excel, PowerPoint, and Muniware software (training provided for Muniware); must be willing to learn new technologies as adopted by the Village
- Ability to set up an accurate filing system both electronically and paper based.
- Ability to perform duties with a high degree of accuracy amidst frequent interruptions.
- Ability to organize, prioritize and work independently.
- Working knowledge of communication media, eg website and various social media.
- Team oriented; shows initiative and displays excellent accuracy and attention to detail.

### **EDUCATION/TRAINING:**

- Grade 12 graduation plus a minimum of one-year post-secondary education, supplemented with courses in office administration, keyboarding, customer service, telephone reception and office equipment.
- Experience managing a variety of corporate social media accounts an asset.
- Experience with accounting packages an asset, eg Muniware.
- Drivers Licencing Training an asset.

*Salary and benefits are based on the Collective Agreement, CLAC Local 501*