

Job Description

Administrative Assistant – Part-time / Term Position

POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



The Administrative Assistant is responsible for performing clerical tasks and providing administrative support at Region of Queens Municipality. The role involves keeping records, coordinating communications and calendars, and keeping the workplace organized and efficient.

This role directly supports the Mayor, while assisting to the Deputy Chief Administrative Officer, Director of People and Culture, Municipal Clerk, Policy Analyst / Strategic Initiatives Coordinator, and the Director of Protective Services.

MAJOR RESPONSIBILITIES

(Position activities and allocation of time spent doing each activity)



Description	Approximate Time Spent (%) *
Executive Support for Mayor • Attending meetings to take notes as required • Providing booking and scheduling support, including managing the Mayor's calendar, scheduling meetings, coordinating meeting requests and resolving scheduling conflicts • Assisting with non-critical correspondence with residents • Proofreading reports before distribution	60%
Administrative Support for Administration Department • Respond to public inquiries via phone and email • Provide research assistance and other administrative support as required for the Chief Administrative Officer, Deputy Chief Administrative Officer, Policy Analyst / Strategic Initiatives Coordinator, and other Administrative Department staff as directed • Support public engagement sessions administratively as required	35%
General Office Administration Support	5%

Description	Approximate Time Spent (%) *
• Order office supplies as required • Provide coverage support at front counter in support of the Finance Department as required • Provide administrative and operational support for emergency management projects and initiatives as required	

***Note:** The description of responsibilities and the approximate time allotted to each may vary depending on operational requirements and priorities of the organization and should only be considered an estimate. All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

QUALIFICATIONS



Education and Experience:

- High School Diploma (Associate's Degree in Business Administration is an asset)
- Minimum five (5) years of experience working in an Administrative Assistant role (Municipal experience is an asset)
- Knowledge and proficiency in administrative software (i.e. Office 365, Adobe, Teams, etc.)

Knowledge/Skill/Ability:

- Adherence to high standards of confidentiality
- Knowledge of office management, office practices and procedures
- Excellent time management skills and ability to prioritize tasks by urgency and importance
- Strong attention to detail and proofreading skills
- High degree of initiative for problem solving
- Excellent organizational and planning skills
- Work effectively under pressure, in a team environment as well as independently
- Ability to effectively communicate with strong listening, writing, and presentation skills focused on promoting understanding and seeking clarity
- Ability to develop and maintain effective working relationships with municipal officials, employees, various levels of government, community groups, and the public

WORK CONDITIONS



This position spends approximately:

- 90% of the time indoors
- 5% of the time outdoors
- 5% of the time driving a vehicle during work

Physical effort:

- Sitting, facing computer screens, using phones for extended periods of time
- Occasional lifting of equipment or materials
- Occasional off-site site visits
- Occasional travel within the Municipality

Mental effort:

- Strategic and critical thinking
- Multitasking and managing competing priorities
- High concentration during emergency situations
- Complex problem solving

Hours of work:

Approximately 20 hours per week. The incumbent will be expected to be on site in the Administration Building, located at 249 White Point Road in Liverpool, two to three working days per week. Exact working days are subject to negotiation, with some flexibility to accommodate the successful candidate's schedule. Typical working days would range Monday to Friday, between 8:30 a.m. and 4:30 p.m. with a one-hour unpaid lunch. There may be some evening and weekend work based on operational needs.

Work Location

- | | |
|---|--|
| ☒ On-site | (100% of work performed on-site) |
| ☐ Hybrid | (Combination of on-site and remote work) |
| ☐ Mostly Remote | (Most time spent working remotely with limited time spent in the office) |

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.

ACCOUNTABILITY AND INITIATIVE



- The Administrative Assistant reports directly to the Municipal Clerk.
- Works closely with Administration Department staff to ensure a commitment to a high level of public service in delivery of the goals and priorities set by Council.
- Develops and fosters close working relations with various external government agencies, consultants and associated professional groups.
- Works with the public with integrity in a professional and courteous manner.

POSITION CLASSIFICATION (Where this position fits)



Position Title: Administrative Assistant	Division: N/A
Department: Administration	Classification: Part-time and Term – This position is a 3-month contract position with the possibility of extension.
Positions Supervised Directly: N/A	Reports to (Direct): Municipal Clerk
Salary: \$25.00 to \$30.00 / hr	Positions Supervised Indirectly: N/A
Hours per week: ~ 20	Work Location: Administrative office
Effective Date: August 15, 2025	Revision Date: August 18, 2026

Organizational Chart

The reporting relationship of this position to others within the immediate department.

