



TREASURY DEPARTMENT

Operations Secretary

Position Summary:

Under the direction of the Deputy Treasurer, provide professional administrative support to the Deputy Treasurer as well as to the Departmental Supervisors (Roads and Fleet, Water Distribution & Waste Water Collection, Capital Works).

Qualifications:

- 1) A post-secondary diploma in office administration, business administration or an equivalent combination of education and practical experience.
- 2) Proven successful and progressive experience in performance of secretarial administrative duties for a minimum of two (2) years.
- 3) Proficient in the use of Microsoft Word, Excel, Outlook, computerized financial systems and general website Content Management Systems (CMS).
- 4) Hands on experience with accounting procedures and practice as it relates to accounts receivable, payroll, job costing or similar applications.
- 5) Experience working for municipal government or public sector would be considered an asset.
- 6) Must have a valid Class "G" driver's license in good standing and immediate access to reliable transportation.

This position requires a candidate who is responsible; detail oriented, and has the ability to work with minimal supervision.

Salary Range: (2018) \$47 396 to \$53 722 plus full benefits package.

Hours of Work: 2080 hours per year (8 hours per day) Monday to Friday 7:30 am to 4:00 pm with occasional overtime.

Applicants are invited to submit in confidence a detailed cover letter and resume by 4:00 on **Friday July 20th, 2018** via email to hr@pembroke.ca

Resumes will also be received by mail addressed to:
Human Resources Coordinator
Re: Operations Secretary
City of Pembroke
1 Pembroke St. East, Pembroke, ON K8A 3J5
or
Fax: 613-735-3660

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

During the recruiting process, accommodation for applicants with disabilities is available upon request.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.

TITLE:	Operations Secretary
DEPARTMENT:	Treasury
REPORTS TO:	Deputy Treasurer

Qualifications:

1. A post-secondary diploma in office administration, business administration or an equivalent combination of education and practical experience.
2. Proven successful and progressive experience in performance of secretarial administrative duties for a minimum of two (2) years.
3. Proficient in the use of Microsoft Word, Excel, Outlook, computerized financial systems and general website Content Management Systems (CMS).
4. Hands on experience with accounting procedures and practice as it relates to accounts receivable, payroll, job costing or similar applications.
5. Experience working for municipal government or public sector would be considered an asset.
6. Must have a valid Class “G” driver’s license in good standing and immediate access to reliable transportation.

Skills and Abilities:

- 1) Must possess a high level of inter-personal and customer service skills, with the ability to exercise tact, diplomacy and good judgment at all times.
- 2) Excellent memory and organizational ability, in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines.
- 3) Experience using a multi-line telephone system and directing calls appropriately and operating a 2-way radio system.
- 4) Proven ability to multitask and provide secretarial support to multiple individuals.
- 5) Demonstrated ability to work independently and in a team environment.
- 6) High level of initiative, resourcefulness, and problem solving skills.
- 7) Must have the ability to draft business correspondence and an ability to proofread for grammar, spelling and punctuation with a high degree of accuracy.
- 8) Must be able to perform intermediate accounting and mathematical computations with a high degree of accuracy.
- 9) A high degree of integrity due to exposure to highly confidential and/or politically sensitive information.
- 10) Proven commitment to continuous learning.

Job Summary:

Under the direction of the Deputy Treasurer, provide professional administrative support to the Deputy Treasurer as well as to the Departmental Supervisors (Roads and Fleet, Water Distribution & Waste Water Collection, Capital Works).

General Scope of Duties:

- 1) To handle incoming and outgoing calls through the multi-line departmental switchboard.
- 2) Communicate with staff using a 2-way radio as required.
- 3) Draft general correspondence letters regarding ongoing Operations projects etc. for the various levels of government and the public.
- 4) Draft reports, forms, contracts, and other documents with accuracy and satisfactory speed.
- 5) Provide exceptional customer service when responding to public inquiries on the telephone, in person, via email and fax. Resolve complaints within scope of information and authority and refer to others, as appropriate.

- 6) Accept payment of fees and other revenues, issue receipts for payment and forward revenues to City Hall.
 - 7) Data input for payroll, equipment fleet, and material usage.
 - 8) Assist in the preparation of advertisements and notices for procurement processes, placing in newspapers, on website and forwarding to other procurement advertising forums.
 - 9) Distribute quotations/tenders/requests for proposals to vendors and accept bid submissions.
 - 10) Process and distribute memos and other correspondence
 - 11) Establish and maintain filing systems.
 - 12) Coordinate travel arrangements and conference/workshop registrations for Deputy Treasurer and Operations staff.
 - 13) Process and maintain departmental accounts receivable. Includes the creation and issuance of invoices, preparation of monthly statements, follow-up for non-payment, and account reconciliation.
 - 14) Assist other office staff (Operations) as required.
 - 15) Travel to City Hall on daily basis in order to deliver, collect, and exchange correspondence.
 - 16) May handle any specialized clerical work which may be of a confidential nature.
 - 17) Perform other duties as may be assigned.
-

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates will be required to sign a Confidentiality Agreement, submit a current acceptable Police Clearance Certificate and proof of education.
