



UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

Application Instructions

Thank you for your interest in the following full-time position at the United Counties of Stormont, Dundas and Glengarry in the Planning Services Department:

ADMINISTRATIVE ASSISTANT – PLANNING AND ECONOMIC DEVELOPMENT

This package contains the following documents:

1. Job Advertisement
2. Job Description
3. The Fillable Application Form – This form is a separate link in the job posting on our website and please note it is only compatible with Microsoft Word 2007 or later.

Please follow the instructions carefully:

1. Your application package **must** include:
 - a. a cover letter (1-page maximum); and
 - b. the completed application form.
2. E-mail your application package as one document in pdf format to jobs@sdgcounties.ca before the deadline indicated below. Please do not attach a copy of your resume.
3. Subject line of the e-mail must contain: **Administrative Assistant - Planning and Economic Development**

Applications will be received by e-mail until 12:00 noon on Monday, November 14, 2022.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.



Administrative Assistant – Planning and Economic Development

The United Counties of Stormont, Dundas and Glengarry (SDG) is located along the St. Lawrence River in the south-eastern corner of Ontario. SDG is “**Where Ontario Began**”, and is rich in heritage, tradition, and culture with an abundance of historical sites, great events, and beautiful attractions. With a population of 65,000, SDG is primarily rural yet close to urban centres such as Cornwall, Ottawa, and Brockville.

The County is accepting applications for the full-time position of **Administrative Assistant – Planning and Economic Development**.

Main duties include but are not limited to:

- Provide professional and efficient front office administrative support services to Planning and Economic Development staff, respond to general queries from the public and perform other related duties as required/requested.
- Responsible for monitoring, processing invoices and maintaining accurate financial records as required.
- Attend meetings and provide administrative support services, including the preparation of meeting agendas and related correspondence, recording and preparing minutes.
- Format and prepare various documents, including reports, memos, promotional materials, letters, etc. Maintain the applicable websites for each division of the department. Prepare data reports and general research as requested/required.
- Coordinate and organize various in-person and online meetings and events (i.e. workshops, information sessions, meetings, etc.)
- Ensure that all functions are completed in a timely, businesslike fashion and that all documents, records and files are maintained in an orderly manner.

Qualifications:

- Post-secondary diploma in Office Management/Administration, or related field.
- 1 to 3 years administrative or related experience.
- Municipal or broader public sector experience is preferred.
- Ability to demonstrate tact and discretion when handling matters that are sensitive or confidential in nature. Ability to set priorities, manage and adapt effectively to an evolving department and new programming initiatives.
- Advanced computer software knowledge is required.
- Maintain an excellent knowledge of office procedures to enable proficiency in the full range of administrative support duties.
- Periodic travel required.
- Ability to provide a current satisfactory Criminal Record Check.

In accordance with SDG County's Vaccination Verification Policy Coronavirus (COVID-19), all new hires will be required, as a condition of employment, to provide proof of COVID-19 full vaccination status as defined by the Ontario Ministry of Health.

2022 Salary Range: \$51,697 to \$59,081 with full benefit package and pension

Location: County Administration – 26 Pitt Street, Cornwall, Ontario

Interested and qualified candidates are invited to visit our website at www.sdgcounties.ca to obtain the complete instruction package on how to apply. **Applications will be received by e-mail until 12:00 noon on Monday, November 14, 2022.**

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POSITION DESCRIPTION

UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

Title: Administrative Assistant – Planning and Economic Development	Reports to: Director of Planning and Economic Development
Department: Planning and Economic Development	Job Class: 3
Date Approved: October 17 th , 2022	Revised: October 2022

POSITION PROFILE:

The Administrative Assistant – Planning and Economic Development is responsible for assisting with the day-to-day operations of the Planning and Economic Development department.

KEY DUTIES/RESPONSIBILITIES:

Provide professional and efficient front office administrative support services to Planning and Economic Development staff, respond to general queries from the public and perform other related duties as required/requested.

Responsible for monitoring, processing invoices and maintaining accurate financial records as required.

Attend meetings and provide administrative support services, including the preparation of meeting agendas and related correspondence, recording and preparing minutes.

Format and prepare various documents, including reports, memos, promotional materials, letters, etc. Maintain the applicable websites for each division of the department. Prepare data reports and general research as requested/required.

Coordinate and organize various in-person and online meetings and events (i.e. workshops, information sessions, meetings, etc.)

Ensure that all functions are completed in a timely, businesslike fashion and that all documents, records and files are maintained in an orderly manner.

Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.

Other duties as assigned from time to time by the Director of Planning and Economic Development.

WORK RELATIONSHIPS:

Reports to the Director of Planning and Economic Development. Maintains internal working relationships with other departmental and County staff as required.

WORK DEMANDS/STRESSES

Good interpersonal and time management skills are an important element of this position.

EDUCATION/EXPERIENCE/APTITUDES

Post secondary diploma in Office Management/Administration, or related field. 1 to 3 years administrative or related experience. Municipal or broader public sector experience is preferred. Ability to demonstrate tact and discretion when handling matters that are sensitive or confidential in nature. Ability to set priorities, manage and adapt effectively to an evolving department and new programming initiatives. Advanced computer software knowledge is required. Maintain an excellent knowledge of office procedures to enable proficiency in the full range of administrative support duties. Periodic travel required.

SALARY RANGE & CLASSIFICATION

Non-union, permanent full-time position at 35 hours per week. Annual Job Class 3 as per Salary Grid. Full Benefits.

Note: *This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.*

October 2022



Peter Young
Director of Planning Services



Timothy J. Simpson,
Chief Administrative Officer