

TOWN OF GIBSONS

JOB DESCRIPTION

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| Job Title: | Administrative Assistant 2 (Administration Full-Time) |
| Department: | Administration |
| Reports to: | Corporate Officer (or delegate) |
| Effective Date: | March 2012 |
| Approved by: | Chief Administrative Officer |

JOB SUMMARY

The Administrative Assistant 2 reports to the Corporate Officer (or delegate) and is responsible for:

1. Responding to enquiries from the public at the counter or by telephone;
2. Providing clerical and stenographic services for all the municipal hall management staff – primarily Administration and Finance;
3. Updating the MAIS taxation module;
4. Liaison with the B.C. Assessment Authority and Land Titles Office; and,
5. The cash receipting function including bank deposits.

The position requires an organized, people-oriented individual with strong reception and telephone skills with the ability to provide clerical and word processing services in an environment that has frequent interruptions.

TYPICAL DUTIES

1. Greeting the public, answering telephone calls, assisting other departments as needed and providing general information or directing enquiries to the appropriate staff person or website.

2. Complete application forms and receive cash from the sale of all municipal services (i.e. dog tags, permits and licences) and process the items on a computerized cash register.
3. Maintaining business licence master file on computer, including additions, deletions and changes to current information as well as maintaining licence number sequencing.
4. Maintain MAIS Taxation module, including title changes, address changes, folio additions and deletions, and updating mortgage company listings.
5. Create listing of new property folios for annual Water Frontage and Sewer Parcel Court of Revision hearings.
6. Responsible for assisting in the preparation and filing with B.C. Land Titles Branch documents relating to developments and land matters.
7. Liaison with B.C. Assessment Authority (BCAA) staff concerning address changes received by the Town and any other items of concern arising from BCAA's Monthly Activity Report.
8. Daily filing including records management database maintenance, previous days cash receipts, tax notices, correspondence, etc.
9. Completion of monthly statistical reports to Statistics Canada and CMHC on Building Permits issued.
10. Word processing, website maintenance and clerical support for managers and staff.
11. Review of B.C. Assessment Monthly Activity Reports and Land Title Notifications.
12. Preparation and distribution of Council and Committee agendas and minutes of the proceedings, and the provision of clerical support as assigned by the Corporate Officer (or delegate).
13. Attend Council, Committee or other meetings and produce minutes of the proceedings, as required.
14. Responsible for maintaining archival material on Town related events from local newspaper clippings.
15. Orders office supplies for all departments as required, with the objective of achieving the best price / delivery of items.

16. Maintaining a current database of all Town bylaws.
17. Check the daily cash receipt summary for completeness and accuracy, balance the report to cash received and prepare bank deposit report.
18. Sorting and distributing incoming mail and preparing out going mail for delivery.
19. Performs other duties as assigned by the Corporate Officer (or delegate).

REQUIRED EDUCATION/TRAINING

1. Completion of Grade 12 education or equivalent.
2. Accurate key boarding skills of 50 words per minute.
3. Computer experience using Windows in a network configuration.
4. Microsoft Office experience.

DESIRED QUALIFICATIONS/ABILITIES

1. Must be able to deal tactfully with the public, in person and on the telephone, in a courteous and helpful manner.
2. Must be able to record and transcribe minutes of proceedings accurately.
3. Must be able to complete work efficiently and effectively in a manner which results in the completion of essential tasks on time.
4. Must be able to communicate effectively with the public, staff and supervisors.
5. Must be able to work cooperatively with other employees

REPORTING RELATIONSHIPS

Reports to the Corporate Officer (or delegate).