

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following existing vacancy:

Administrative Clerk, Engineering

Permanent, full-time

In this existing position, under the direction of the Associate Director of Engineering, you will provide administrative support to the Public Works teams, assisting with administrative processes and systems. You will be responsible for the compilation and administration of confidential files and reports; assistance with service requests for engineering and operational activities; office and meeting co-ordination functions including minute taking. You will ensure that the Director and Management team have timely and effective administrative support, information, and assistance. You will also be responsible for providing back-up coverage for main reception.

Qualifications & skills:

- You have a college diploma or university degree in Business Administration or an equivalent combination of education and experience.
- 3 or more years of direct work experience in an administrative assistant capacity, preferably in a municipal environment.
- Proficient in the use of the Microsoft Office Suite of software including Word, Excel and PowerPoint and Adobe Acrobat to create, manipulate, modify, and edit documents.
- Able to write and format moderately complex correspondence, including reports, memos, letters, etc. meeting Accessibility for Ontarians with Disabilities (AODA) standards.
- Knowledge of the Highway Traffic Act, Municipal Act, and procedural by-laws.
- Superior telephone manners and excellent verbal, written, and interpersonal communication skills to communicate with all levels of the Corporation.
- Professional, responsive, and positive work attitude is essential.
- Excellent teamwork and team building skills.
- Ability to interpret and implement policies and procedures.
- Strong organizational, time management, analytical, and multitasking skills.
- Excellent internal and external customer service skills.
- Demonstrated understanding of TOMRMS, general knowledge of County programs/services, MFIPPA, and the *Municipal Act*.

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.doc) or Adobe (.pdf)).

Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Thursday, March 30, 2023**, to:

Human Resources

County of Northumberland

555 Courthouse Road

Cobourg, ON K9A 5J6

Email: hr@northumberland.ca

Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.