



Town of Fort Qu'Appelle

PO Box 309 136 Boundary Ave S Fort Qu'Appelle SK S0G 1S0

JOB DESCRIPTION – ASSISTANT ADMINISTRATOR

MAIN FUNCTION:

Reporting to and under general supervision of the Town's Chief Administrative Officer (CAO), the primary function of the Assistant Administrator is to provide administrative support to the Administrator and ensure the efficient day to day operation of the Municipal Office. The Assistant Administrator must have the ability to multi-task, work independently and function in a high performance, fast paced work environment.

DUTIES & RESPONSIBILITIES

1. Supervision & Leadership

- Provides leadership to administrative office staff to ensure the effective and efficient operations of the Town Office, while maintaining a positive relationship with staff.
- Assists in the development and implementation of training plans for administrative office staff to ensure staff are fully versed in their areas of responsibility and cross-trained to provide the most effective coverage possible for the office.
- Contributes to providing a safe working environment for town staff by ensuring OH&S regulations are followed and sits as co-chair on the OH&S Committee.

2. Financial Controls

- Ensures the integrity of financial systems by completing month-end balancing and reporting (both financial and school), including reviewing the general journal for correctness, completing journal entries when required, and completing bank reconciliations on all bank accounts.
- Provides guidance and oversight to staff to ensure government reporting (payroll remittances, GST, PST) is completed in a timely and accurate manner.
- Ensures the appropriate financial monitoring, procedures and controls are in place.
- Assists in preparation for and participates in the annual external audit.
- Assists in year-end systems closure.

3. Municipal Compliance

- Oversees the tax enforcement process, ensuring the Town follows legislative procedures and that all actions and costs are appropriately documented and recorded in the tax system.
- Accountable for the integrity of the tax system by ensuring prompt and accurate recording of all changes to tax roll information, including ownership changes, property consolidations, abatements, cancellations, and miscellaneous other charges applied to the tax roll.
- Oversees the water billing process to ensure the accuracy of the billing system and the prompt payment of water accounts.
- Ensures the accuracy and completeness of all cemetery records.
- Ensures the accuracy and timeliness of the human resources and payroll systems.

4. Administrative Support

- Responsible for ensuring appropriate records (e.g., Minute Book, Bylaw Register) are accurately maintained and secured.
- Ensures the effectiveness of the Town's record keeping and filing systems.
- Provides assistance, knowledge and support to management team as required.

5. Communication & Public Relations

- Responds to general inquiries from residents, Council, and the general public in a professional and courteous manner.
- Acts as a sounding board for the CAO.
- Promotes the Town in a positive manner.

SKILLS & ABILITIES:

1. Knowledge

The incumbent must have proficient knowledge in the following areas:

- Proven administrative experience at the municipal level
- Familiar with the responsibilities and authorities defined by legislation and regulation
- Office management systems and procedures
- Municipal software applications
- Provincial and federal legislation regarding human resource policies and best practises

2. Skills

The incumbent must demonstrate the following skills:

- Highly effective communication (written, verbal, and interpersonal) skills
- Team leadership, coaching, motivation, and staff development skills
- Employee and public relation skills
- Excellent organization, planning, and time management skills
- Proven ability to multi-task and prioritize work

- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature and to maintain confidentiality
- Excellent time management skills
- Attention to detail and problem solving skills

3. Personal Attributes

The incumbent must demonstrate the following skills:

- High standard of integrity
- Be respectful, honest, and trustworthy
- Be a team player
- Demonstrate sound work ethic
- Demonstrate a dedication to the position and the community

EDUCATION and EXPERIENCE

- Five or more years of related municipal experience
- Successful track record of achieving organizational, administrative, and financial and customer service excellence
- An accounting designation or Certificate in Local Government Authority would be considered an asset