



## ADMINISTRATIVE ASSISTANT

### TERMS OF REFERENCE

Administration assistant will assist the Clerk Treasurer/Event Coordinator in day-to-day operations. Assist in the marketing of events, update website, organize and file documents as required. Employee must be flexible and team oriented in this fun and sometimes fast paced work environment.

### TERMS OF EMPLOYMENT

Part/full time position depending on work load, easing of pandemic restrictions and capabilities of the candidate. Flexible hours as required. Start date and wages: negotiable.

### QUALIFICATIONS

- Diploma in business or municipal administration, or equivalent and one year's experience in office setting, preferably in government, or
- Minimum five years' experience in busy office setting.
- Excellent writing and editing skills, strong organizational abilities and capacity to work under pressure of deadlines and multiple competing priorities.
- Experience in document and information management systems.
- Use a broad range of computer software applications at an advanced level.
- Good telephone manner.
- Excellent interpersonal, organizational and communication skills, both written and verbal.
- Knowledge of Joomla! an asset.
- Valid Nova Scotia Driver's License.
- Ability to build effective relationships with diverse groups.
- Work experience in community recreation and special event programming an asset
- Trustworthy. Self-motivator and good team player.
- In the event of been hired: completion of a Vulnerable Sector (VS) check and a Nova Scotia Department of Community Services Child Abuse Registry Check.

### Preference

Non smoker

Driver's licence/local resident

Standard First Aid/CPR training

Competent in conversational French

# Village of Pugwash

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All seasonal positions must go through the hiring process annually. Past experience as an employee of the Village, although useful, is no guarantee of future employment with the Village.

## RESPONSIBILITIES

- File and retrieve documents using established organizational systems.
- Ability to cover for other administrative staff, including the Clerk Treasurer, in their absence.
- Logistics - help prepare booked rooms for meetings or training purposes. Maintain office supplies inventory.
- Act as Assistant Returning Officer at Commission election
- Attend community meetings accompanied by, or in lieu of, Clerk as required.
- Help distribute materials as per instructions from the Clerk Treasurer.
- Coordinate marketing opportunities to promote awareness and participation in recreation programs and services, special events and recreation facilities.
- Website maintenance and social media presence - assist in keeping various platforms up to date.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

The interview for this position will include a test on computer skills.

Send résumé and cover letter to:

Lisa Betts, Clerk Treasurer

PO Box 220, Pugwash, NS, B0K 1L0

villagecommission@pugwashvillage.com

Telephone inquiries: 902 243 2946

Application deadline: 4pm **April 1<sup>st</sup> 2022**

## PERSONNEL POLICIES – SEASONAL OFFICE/RECREATION STAFF

**RESPONSIBLE TO:** Clerk Treasurer

- Lunch break: one half hour (unpaid)
- Mid-morning/afternoon 10-15 minute paid break. Employee taking any extended breaks will be required to make up for that time or lose those wages. Time sheet is to reflect that time.
- Breaks not taken are not accumulative.
- If not able to work a shift, employee is responsible to find alternate, with Clerk's approval.
- In the event of sickness or emergency, employee must notify the Clerk as soon as possible.
- Employee is expected to maintain own time sheet and its accuracy.
- Payment is weekly and by cheque.
- The time sheet must be accurately filled in and signed before a cheque will be issued.
- Vacation pay will be included in earnings each week.
- Personal phones and electronic equipment during work hours to be used in the case of emergency only.
- All tools, safety equipment and resources required will be provided.
- All safety equipment provided must be used when appropriate.
- No smoking on any Village property permitted.

**Overtime:** Employee may be called in for additional hours.

Overtime rate (1.5x regular rate) does not apply until employee exceeds 48 hours in a week.

Employee, with approval of Village Clerk, may use accumulated worked hours for time off.

**Physical Appearance:** Employee is expected to keep a neat, clean and tidy appearance.

**Honesty:** Time sheets and cash reports must be accurate.

**Trust:** Must maintain the confidentiality of the Commissioners and staff of the Village of Pugwash.

**Discipline:** In the event that an employee does something to warrant a verbal warning from the Clerk, a record of that warning will be kept. If the behaviour continues, a written warning may be issued. If the employee does not comply with the direction or policy in question, their employment may be terminated.

**Termination of Employment:** Employees must give at least two weeks' notice in writing to the Village Clerk.