



Township of Douro-Dummer Job Description

POSITION TITLE: Administrative Assistant, Corporate Services

DEPARTMENT: Clerk's Department

REPORTS TO: Clerk

DATE CREATED: July 2025

POSITION SUMMARY

Reporting to the Clerk, the Administrative Assistant, Corporate Services provides administrative support to the Clerk's Department, with a focus on Council, communications and legislative related functions. This position may also provide administrative support to the CAO and other senior managers, as needed.

RESPONSIBILITIES

Administrative Support:

- Engages in general office tasks including but not limited to scanning, photocopying, printing, filing, typing, data entry, and relaying messages.
- Drafts and reviews correspondence, contracts, reports, and files as directed by the Clerk.
- Liaises with Township staff and external providers on any matters related to legislative or corporate services.
- Conducts research on policy matters and assists with the organizing and drafting of Township policies, procedures and other documents under the direction of the Clerk.
- Assist in the issuance of Licenses such as Marriage Licenses, Mobile Canteen Licenses and Lottery Licenses under the direction of the Clerk.
- Produces and maintains any forms, records, reports and correspondence as required.
- Maintains of the Township Website and Township Social Media Channels under the direction of the Clerk.

- Develop advertising, promotional materials, and public notices for placement online, in newspapers and other publications.
- Drafts newsletters and other forms of correspondence and communication for management review prior to dissemination.
- Assists with the ongoing maintenance of the Township Policy Manual and compliance with the Retention By-law.
- At the direction of the Clerk, assist Council members and management with travel plans for external meetings, conferences and training opportunities.
- Maintains filing system for correspondence and related materials.
- Provides administrative support to other members of the municipal office when required (i.e., folding and stuffing notices, reviewing documents for spelling, assisting with research, etc.).
- Provides general service and information regarding the Township and directs visitors to appropriate person or department.
- Co-ordinates the organization of municipally hosted special events such as Canada Day, Remembrance Day and Santa Claus Parade with the potential to add others in the future.

Other Duties:

- Assists the CAO with any Economic Development activities that are required.
- When required drafts Council and Committee Meeting Minutes under the direction of Clerk.
- Assists with conducting Municipal Elections under the direction of the Clerk.
- Provides back up to the front counter when the Receptionist is not available by responding to telephone inquiries, relaying messages, receiving payments and routing calls to the appropriate person.
- Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Participates as part of the designated Municipal Control Group when called upon, to utilize an Incident Management System (IMS) to ensure the co-ordination of municipal, provincial, federal, private and volunteer services in an emergency to bring the situation under control as quickly as possible.
- Adheres to the Occupational Health and Safety Act and the Township Health and Safety Policy.
- Performs other related duties as required.

WORKING RELATIONSHIPS

Internal:	Clerk	Township Staff
	CAO	Management Team

External: Council Members
General Public

KNOWLEDGE, TRAINING AND QUALIFICATIONS

The incumbent must have proficient knowledge of the following (or the willingness and ability to obtain):

- Post-secondary education in an Administrative or Communications related field or equivalent work experience.
- Successful participation or completion of the Municipal Administration Program is preferred.
- Excellent knowledge of personal computers and associated software, with word processing and/or social media experience.
- Proven ability to work with Microsoft Suite, Outlook and Adobe programs.
- Knowledge of cloud-based data programs such as SharePoint.
- Experience working with electronic agenda and record management software would be an asset.
- Valid class "G" driver's license in good standing.

SKILLS AND COMPETENCIES

- Strong organizational ability
- Strong oral and written communication skills
- Exceptional attention to detail
- Customer service acumen
- Analytical and problem-solving skills
- Ability to work independently as well as part of a team
- Visual and mental concentration to multitask
- Ability to prioritize tasks
- Time management skills and ability to work under deadlines/stress

WORKING CONDITIONS

Typical climate-controlled office environment with standard weekday office hours. Work activities require visual and mental concentration for intermediate durations of time. Extended periods of time spent keyboarding and working on a computer. Occasional lifting and carrying of items weighing less than 30 lbs (i.e. office supplies).

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

CAO

Date