

The Town of Smiths Falls
Requires One (1) Full-Time
Administrative Coordinator – Public Works & Utilities

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9,000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US border.

The Town provides a high quality and affordable life for its residents, with beautiful heritage buildings, two theatres, a charming downtown, and world-class museums and recreational facilities. Enjoy our thriving cultural scene with live music, foodie finds, a local brewery, and dozens of community events – all at the heart of the Rideau Canal, Ontario's only UNESCO World Heritage site and a gateway to the region's abundant lakes and waterways.

The Town is accepting applications for one (1) full time **Administrative Coordinator – Public Works & Utilities**

Duties of the position include but are not limited to:

- Handle incoming telephone calls and inquiries from the public in a pleasant, courteous, efficient manner.
- Prepare and code bi-weekly time sheets. Assists in the development of staff schedules (vacation/on call).
- Prepare all accounts receivable invoices and code all accounts payable relating to the Department for submission to Finance.
- Prepares financial reports for internal budget control
- Develop and maintains an accurate and up to date records management system for the Department
- Maintain Fleet management records for the Department.
- Assist with preparation of Departmental correspondence, tenders, procedures, reports, presentations and reports, as requested.
- Carry out assigned duties of Recording Secretary for the Airport Commission and Traffic Advisory Committee.
- Update municipal records on the Ontario One Call website and forwards completed locates to requesting contractor/company.
- Maintain and update Health and Safety records relating to the Department.
- Maintain records for the Drinking Water Quality Management System.

The successful applicant will possess:

- Ontario Secondary School Diploma or equivalent. A post-secondary diploma in Office Administration would be an asset.
- Three (3) years of experience in an office environment.
- A working knowledge of the relevant legislation and public works and environmental services matters.
- Excellent computer skills, proficiency using MS Word, Excel, Outlook and GIS.
- Pleasant efficient manner dealing with the public both in person and on the phone.
- Excellent organizational and communication skills.

Qualified applicants are invited to submit their resume by Wednesday September 1st, 2021, at 4:00 p.m., to Lynda McKimm, Human Resources, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at hr@smithsfalls.ca

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.