

King is Hiring
Administrative Clerk – Engineering & Public Works

King Township is an idyllic countryside community of communities, proud of its rural, cultural and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy and celebrating our vibrant quality of life. As an organization, we are focused on providing superior customer service, quality programs and services, progressive leadership, responsible management, and staff that is empowered to achieve personal and organizational excellence in the delivery of municipal services.

Reporting to the Director of Engineering, Public Works & Building, the Administrative Clerk – Engineering & Public Works is responsible for the following:

- Assisting Project Managers in project administration to ensure timely progress (capital projects, development and waste management).
- Developing communication materials (public notices, door hangers, website updates, newspaper and social media content) for upcoming and ongoing Capital and Operational projects.
- Assisting with the coordination of set up of PICs (facility bookings, presentation materials, etc.) and attends to facilitate sign in and comment sheets.
- Assisting in the preparation and update of data and procedures required for American Public Works Association (APWA) accreditation and reaccreditation, and actively participates in review sessions.

The successful applicant will possess:

- Minimum of three (3) year Community College Diploma in Engineering or a related field.
- Minimum of three (3) years' experience in a municipal environment performing administrative support duties to departmental staff and senior management, handling a broad range of administrative matters.
- Must possess a working knowledge of Microsoft Office, proficiency in Microsoft Dynamics CRM and Diamond GP; working knowledge of Bellamy Land Manager a definite asset.
- Experience in planning and organizing appointments, meetings, conferences and events.
- Excellent verbal and written communication, customer service and organizational skills.

Yearly wage range: \$53,981 to \$67,485 (Grade 6) plus a comprehensive benefit package.

This is a full-time permanent unionized position and as such the successful candidate will be required to maintain active status as a member of the Canadian Union of Public Employees (Local 905.23).

Qualified candidates are requested to forward their resume by **4:30PM** on July 12, 2022 to:

Human Resources
2585 King Road
King City, Ontario
L7B 1A1
E-Mail: hr@king.ca

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.