



*Making Life better in King*

## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

<b>JOB TITLE:</b> Administrative Assistant – Office of the CAO	<b>CLASSIFICATION:</b> Student/Co-op 15 – Weeks (May – August 2024)
<b>DEPARTMENT:</b> Office of the CAO	<b>SALARY LEVEL:</b> \$18.00/Hour
<b>LOCATION:</b> Township of King Municipal Centre, 2585 King Road, King City	

### JOB PROFILE:

#### Function:

Reporting to the Chief Government Relations Advisor, the Administrative Assistant – Office of the Chief Administrative Officer (OCAO) is responsible for assisting with everyday administrative duties as assigned within the OCAO, including but not limited to assisting and completing projects, preparation and coordination of communication activities (e.g. social media messages, promotional emails, etc.), meetings, public and staff events.

The Administrative Assistant is also responsible for the overall support with the preparation and execution of the OCAO's All Staff Barbecue in June and other events occurring over the summer. This involves designing, preparing, and organizing of print material and other administrative duties, and responds to various inquiries pertaining to the event.

#### Reports to:

- Chief Government Relations Advisor

#### Supervision Responsibilities:

- None.

#### Duties and Responsibilities:

- Overall support with the preparation & execution of the OCAOs' Staff Barbecue including:
  - Preparing Designs for Print
  - Source catering services
  - Source/purchase staff giveaway item
  - Maintaining an internal invitation response (RSVP) list

- Assisting with the purchase of various items for event
- Responding to various inquiries pertaining to the event
- Assisting/completing administrative and other projects/tasks in the OCAO, including economic development, and strategy and transformation initiatives.
- Assisting the Executive Assistants to the Mayor and the OCAO with other duties as required.
- Preparing and coordinating meetings, communications materials public and staff events. This includes supporting the development of the OCAO's Quarterly Newsletter.
- Providing assistance with data entry and maintenance of lists.
- Performs other duties as assigned, in accordance with Township objectives.

#### **Education/Experience:**

- Some post secondary education in Administration, Business, Marketing, Event Planning or equivalent.
- Strong interest and experience in event planning, graphics, and designing publications considered an asset.
- Proficiency in the use of computer applications (Word, Excel, PowerPoint, Publisher, Internet, and Outlook); Laserfiche experience would be an asset.
- Proficient in the use of design software (Photoshop, Illustrator, Canva, etc.)
- Strong telephone etiquette and the ability to communicate and respond to inquiries effectively via phone and email.
- Detail oriented with strong proofreading skills.
- Excellent organizational, time management and problem-solving skills with the ability to coordinate multiple tasks efficiently and on schedule.
- Ability to interact diplomatically with all levels of staff.
- Exemplary customer service, interpersonal and communication skills.
- Sound judgement and political acumen to handle contentious, sensitive, and confidential matters.

#### **Conditions of Employment:**

- Highly efficient work ethic and ability to self-manage and work independently.
- Ability to manage, organize, and prioritize work to adhere to project deadlines.
- Good written and verbal communication skills to communicate effectively on technical and non-technical matters with Township staff, the Regional Municipality of York, local municipalities and other stakeholders with an emphasis on customer service.
- Valid class G driver's license in good standing with access to own transportation.

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Department Head: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date Approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_