



Job Description

Public Services Administrative Assistant

PURPOSE OF THE POSITION

The Public Services Administrative Assistant is responsible for providing administrative and clerical services to ensure effective and efficient operations of the Public Services Department.

SCOPE

The Public Services Administrative Assistant reports to the Director of Public Services and is responsible for providing administrative and clerical services. These services must be provided in an effective and efficient manner to ensure the Public Services operations are maintained.

RESPONSIBILITIES

Provide administrative support to ensure that public service operations are maintained in an effective, up to date and accurate manner.

Main Activities:

- Maintain computerized department files, documents and correspondence
- Issue and close Work Orders and Purchase Orders
- Order equipment and material and track material for department and contractors
- Prepare out going correspondence for Public Services Department
- Schedule planned and preventative maintenance for various departments
- Maintain the Maintenance Management Operating System for Public Services activities
- Documenting concerns from the public and reporting them to the Director of Public Services or supervisors as required

Other Activities:

- Carry out Maintenance Planning and Analysis to help identify areas where money can be saved on repairs and through preventative maintenance procedures. This may also identify areas where additional maintenance may be required
- Assist Utilidor and Midnight Sun Recreation Centre staff with their activities
- Desktop Publishing for Public Services Department and other departments including signage and public notices
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficiency in the following areas:

- ✓ Proficiency with Microsoft Office including ability to create and use spread sheets and word processing programs
- ✓ Knowledge of office administration procedures and equipment
- ✓ Valid Class Drivers License

Skills

- ✓ Excellent interpersonal skill when working with other staff, outside agencies and contractors
- ✓ Excellent organizational skills and ability to prioritize tasks
- ✓ Excellent time management skills
- ✓ Team building skills
- ✓ Excellent verbal and written communication skills
- ✓ Excellent listening skills
- ✓ Stress management skills
- ✓ Analytical and problem solving skills
- ✓ Attention to detail and high level of accuracy
- ✓ Very effective organizational skills
- ✓ Computer skills including ability to operate spreadsheet and word processing programs
- ✓ Time management skills

Personal Attributes

- ✓ Possess cultural awareness and sensitivity
- ✓ Demonstrate sound work ethics
- ✓ Be respectful
- ✓ Be flexible
- ✓ Be honest and trustworthy

WORKING CONDITIONS

(Unavoidable, externally imposed conditions under which the work must be performed and which may create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions and demands on ones senses and mental abilities)

Physical Demands

(The nature of the physical effort leading to physical fatigue)

The Public Services Administrative Assistant will spend long hours sitting and using office equipment and computers which can cause muscle strain. The incumbent maybe required to work outside in varying weather conditions to complete assignments or assist other staff. The incumbent may also be required to lift and move supplies and equipment.

Sensory Demands

(The nature of the demands on the incumbents senses)

The incumbent may spend long hours in intense concentration. The incumbent will also spend long hours gathering and analyzing technical data and working at a computer station which will also require high levels of accuracy and attention to detail.

Mental Demands

(The conditions that may lead to mental or emotional fatigue)

There will be a number of project deadlines and changing priorities which may cause significant stress. The incumbent must also be able deal with a wide variety of people and a variety of topics.

CERTIFICATION

<hr/>	<hr/>
Employee Signature	Supervisor's Title
<hr/>	<hr/>
Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/>	
Senior Administrative Officer's Signature	Date
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.