

**ADMINISTRATIVE ASSISTANT
PUBLIC WORKS**

NATURE OF WORK: This position is responsible for administrative support to the Public Works department. This position involves work of confidential nature involving support to the Manager to ensure the overall effective and efficient operation of the Public Works Department. This position is responsible for performing administrative duties which include coordinating and attending meetings, preparing minutes and reports, ordering/tracking office supplies and inventory. Coordinating insurance claims is a key function of this position. This includes interviewing claimants, ensuring prompt remedial action is taken by the appropriate department, monitoring the progress of the claim, and preparing necessary paperwork to complete the claim.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Public Works.
- Works closely with all staff of the Public Works department.
- Develops and maintains working relationships with departmental managers, supervisors, and all City employees to provide administrative support and assist with Public Works related functions.
- As a committed member of the City of Charlottetown team, the Administrative Assistant will act as a positive role model for all employees throughout the organization.
- Develops and maintains relationships with service providers, external agencies, consultants and associated professional groups.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES:

- Assists the management team in the day-to-day operations of the Public Works Department.
- Prepares and updates committee reports and resolutions as required.
- Acts as a resource person to the Public Works Committee, in the provision of supporting documentation as required.

- Performs administrative duties such as answering phone calls, updating spreadsheets, filing, coordinating, and attending meetings, composing, and editing routine and confidential correspondence including reports, meeting minutes, letters, memos, forms, tables, and minutes.
- Coordinates insurance claims which may include interviewing claimants, ensuring prompt remedial action is taken by the appropriate department, monitoring the progress of the claim, and preparing necessary paperwork to complete the claim.
- Collaborates with other Public Works administration staff to coordinate data entry of weekly timesheets and reconciles absence balance reports for all permanent staff.
- Performs other related duties, responsibilities and functions as assigned.

REQUIRED COMPETENCIES:

- Advanced verbal, and written communication skills and the ability to engage others.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software, and the ability to accurately input and classify information.
- Excellent judgment and the ability to handle highly sensitive and confidential data and situations with tact, professionalism, and discretion.
- Exceptional interpersonal skills paired with the demonstrated ability to build and maintain strong relationships with management, staff, and the public.
- A strategic and creative thinker with the ability to work with detailed processes.
- Advanced organizational and time management skills to meet frequent and aggressive deadlines.
- Ability to grasp concepts, methodologies, and approaches quickly and can develop and implement them effectively.
- Good personal mastery and performance as a team player, with proven ability to role model the behaviours associated with a constructive culture and a commitment to health, wellness, and safety.
- Ability to work overtime on occasion to accommodate evening meetings and events.

REQUIRED QUALIFICATIONS:

- Grade XII diploma or equivalent.
- Successful completion of a recognized business or administration program.
- Minimum two (2) years of administrative/ clerical experience.
- Experience working in a unionized environment would be considered an asset.
- An equivalent combination of education and experience may be considered.

Salary: \$54,809.33 - \$64,481.70 as per the UPSE Collective Agreement

How to Apply:

Please submit a cover letter and detailed resume by e-mail to jobs@charlottetown.ca. Your application must be clearly marked “**Application for Administrative Assistant – Public Works**” and submitted by **February 13, 2024, at 4:00 PM**.

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to jobs@charlottetown.ca or by calling 902-629-4110.