

Department Head: General Manager, Director or Manager

**Position Duties:**

- Responsible for the provision of administrative support services including but not limited to preparing correspondence and filing for the department.
- Act as recording secretary to Department, Board, or Committee meetings as directed.
- Respond accurately to questions from the public regarding departmental matters, referring inquiries of a more complex nature to the appropriate supervisor or staff member.
- Receive and record monies, prepare invoice requests and prepare departmental purchase orders.
- Use a variety of time management tools including electronic calendars, to manage departmental tasks and appointments.
- Maintain departmental statistics as required.
- Assist with the preparation of documents such as Contracts, Requests for Proposals, Agreements, etc.
- Maintain inventory control and distribution of office supplies for the department.
- Additional department-specific duties as per attached.
- Maintain and update a procedure manual for the position.
- Maintain departmental Health and Safety records.
- Actively participate in Formal Workplace Inspections in area of responsibility.
- Review pertinent Hazard Identification, Assessment, and Control worksheets on an annual basis as required by the Municipal Health and Safety Program.
- Follow all Safe Work Practices and Procedures.
- Immediately report any unsafe conditions, potential work hazards, or incidents to Supervisor.
- Perform other duties as directed by the Supervisor.
- Attend position-related seminars as directed by the supervisor.

**Position Requirements:**

- Grade Twelve Diploma or equivalent. Post-secondary diploma from an accredited business school or college would be an asset.
- Must have the ability to produce and process various correspondence using advanced skills in word processing and spreadsheets applications whilst utilizing proper grammar, specialized vocabulary, and terminology.
- Able to produce positive results through interaction with others: open and considerate of the needs and views of internal and external partners. Work either independently or cooperatively with others.
- Able to remain flexible and adapt to a variety of duties/responsibilities.
- Able to perform consistently in a competent manner and be punctual, organized, and focused.
- Exceptional communication skills both written and verbal.

**Level Requirements:**

**Level I**

- As per position requirements.

**Level II**

- One year of position experience with the Town of Edson or two years of related experience.
- Participation in at least one position-related seminar as directed by the Supervisor.

**Level III**

- Three years of position experience with the Town of Edson or six years of related experience.
- Participation in at least one more position-related seminar as directed by the Supervisor.

**Level IV**

- Four years of position experience with the Town of Edson or eight years of related experience.

Note: Equivalencies and related experience shall be as determined by Management.

Department Additional Duties:

Community Services

- Assist with the intake and preparation of income tax returns for the Volunteer Income Tax Program
- Co-ordinate advertising of community services events
- Assist with intake and preparation for senior's programs and services

Infrastructure & Planning

- Provide senior administrative support and guidance in the drafting of Departmental documents, RFP, tenders, contracts, etc.
- Manage the flow of documentation to and from the Department including recording, distributing, and tracking documentation
- Plan, coordinate, and organize meetings, on behalf of the General Manager
- Research and summarize findings and statistics as directed by the General Manager
- Assist with the production of communication materials as per established communication protocols
- Responsible for maintenance and control of departmental libraries
- Preference will be given to applicants with post-secondary education

Protective Services

- Assist the Health and Safety Committee with administrative support
- Provide support to Municipal Enforcement Officers
- Provide support to Fire Department
- Assist with control of department related Master documents

Operations

- Assist with shipping and receiving for the Public Works shop
- Responsible for inventory and stock control as directed and issue materials to personnel and maintain all necessary records
- Comply with Animal Control Bylaw in all dealings with the public and the animals including releasing animals to rightful owners

Corporate Services

- Main switchboard and mail duties
- Assist with Master Policy Manual control
- Assist with Legal File control
- Approximately one day per week dedicated to Records Management

Recreation

- Responsible for managing/operating the POS Activenet including maintenance, facility and equipment bookings, program registrations, refunds, invoicing, reconciliation, and overall support to Town Staff.
- Coordinate and schedule receptionist coverage for Guest Services.

- Coordinate and manage bookings, schedules, and room assignments for user groups and customers. This includes the Leisure Centre, Parks spaces, Recreation Spaces, and school bookings.
- Creating, coordinating, and maintaining promotional materials utilizing various mediums such as the Town of Edson website, social media, newspaper, radio, etc.
- Valid class 5 driver's license required to run errands
- Must provide current Criminal record check including Vulnerable sector check