



JOB DESCRIPTION

EXECUTIVE ASSISTANT/ HR ADMINISTRATOR

JOB SUMMARY:

The Executive Assistant/HR Administrator is responsible for senior level administrative assistance to the Chief Administrative Officer (CAO). This position coordinates the human resources functions of the Township, administers the employee pension and benefits program, manages time and attendance entitlements, WSIB claims and recruitment.

STATUS

Regular Full-Time

HOURS

Monday to Friday, 8:30 a.m. to 4:30 p.m. (35 hours per week), overtime as required.

IMMEDIATE SUPERVISOR:

Chief Administrative Officer (CAO)

SUBORDINATE POSITIONS:

This position does not supervise the work of others.

RESPONSIBILITIES:

- Assist CAO with long-term strategies and operational planning for the Township of Guelph/Eramosa.
- Develop and distribute a variety of documents, including press releases, correspondence, reports, policies, etc.
- Schedule and attend Managers' meetings, prepare agendas and minutes.
- Organize and schedule meetings for the CAO as required.
- Administrative support to the Mayor, as required.
- Maintain administrative files.
- Assist the CAO with corporate official functions, special events and projects, both internal and external as required.

- Assist CAO with management and coordination of the Township's human resources requirements and services.
- Assists with the development of human resources policies with regard to employee relations and standards of practice.
- Primary contact for external HR inquiries and internal human resources, benefit and pension inquiries
- Administer pension benefits in conjunction with Payroll.
- Assist employees with any benefit claim issues
- Coordinates Disability and Workers Compensation claims and return to work administrative process
- Maintains employee attendance record, including monthly reporting duties
- Assist staff with recruitment and selection process
- Manages employee job descriptions.
- Manages employee training files and databases
- Maintain, update and process HR forms
- Maintain confidential human resources files and employee-related databases.
- Maintain and update Employee Policy Manual and Township organizational charts.
- Prepare and analyze reports as necessary for the metrics of the organization.
- Coordinate annual performance reviews.
- Conduct orientation for new employees.
- Attend Health and Safety Committee meetings, prepare agendas and minutes
- Protects the interests of the employee and the Township in accordance with Township policies and governmental laws and regulations.

Miscellaneous Duties, including:

- Conduct research
- Bereavements: order flowers, arrange delivery, communicate arrangements, invoicing, etc.
- Issue/cancel security panel codes for staff
- Perform duties as may be assigned in accordance with corporate objectives
- Issue Employee ID badges as required

EQUIPMENT, MACHINES AND TOOLS USED:

Computer, printer, fax machine and miscellaneous office equipment.

EDUCATIONAL REQUIREMENTS:

- Degree/Diploma in Office Administration/Business preferred.
- Community College Diploma or Certificate in Human Resources program preferred.

- Completion of AMCTO Municipal Administration Program (MAP) is an asset.

JOB REQUIREMENTS:

SKILLS

- a. Working knowledge of the *Municipal Act, 2001*, *Municipal Freedom of Information and Protection of Privacy Act*, and other related municipal legislation;
- b. Knowledge and practical application of the *Employment Standards Act, 2000 (ESA)*, *Accessibility of Ontarians with Disabilities Act, 2005 (AODA)*, *Workplace Insurance Act* and other related legislation and practices
- c. Working knowledge of municipal government operations, practices, procedures and by-laws.
- d. Proficient in multiple computer software applications, including: Microsoft Word, Excel, PowerPoint, Access, Outlook, and knowledge of accessory programs such as Adobe Acrobat, Keystone and desktop publishing
- e. Excellent verbal and written communication skills
- f. Strong organizational, research skills, with ability to multi-task and prioritize
- g. Detail-oriented and accurate
- h. Good interpersonal office skills and ability to work with others effectively.

QUALIFICATIONS

- Experience in a municipal environment; working with senior level staff would be an asset.
- Human resources experience is required.
- Proven ability to exercise discretion, good judgement, diplomacy and high level of confidentiality.
- Ability to deal with all levels of staff, elected officials, community organizations and the public in a courteous and effective manner.
- Ability to work independently and in a team environment.

Approved by:

By: _____
CAO

On: _____

Revised: September 2018