



EMPLOYMENT OPPORTUNITY ADMINISTRATION ASSISTANT

The District of Carleton North was created through the Province's Municipal Reform and is effective January 1, 2023. It includes the same areas that form the Carleton North high school catchment, and that has brought the communities together for the past 45 years. Just like Carleton North High School, the new District of Carleton North will serve and support this entire region on local government matters.

The Administration Assistant is responsible for the coordination of the district's administration department, including records management, development planning administration, communications, and right to information requests for the municipality.

Main Duties:

- Establishes and maintains effective record management and retrieval systems in accordance with legislative requirements and municipal needs;
- Refers all development and building permit applications to the district's Western Valley Regional Service Commission for their approval;
- Coordinates responses to requests made under RTIPPA;
- Responsible for assisting in developing by-laws and policies;
- Liaise with and develop responses to requests from the public, organizations, school districts, other jurisdictions, and stakeholders.
- Prepares correspondence, articles for publication, newsletters, and other public communications;
- Assist with the development and maintenance of the district's website;
- Responsible for posting administrative matters on the district's social media pages when needed
- Answers incoming telephone calls and directs them appropriately, takes messages, checks voicemail, and sets public voicemail messages when needed.
- Performs routine errands as required (bank, post office, etc.);

Qualifications:

- High School graduation supplemented by post-secondary education in a relevant discipline;
- Experience in an automated work environment and proficiency in using computers, email, Internet, fax, and photocopy machines is required. Demonstrated proficiency in using Microsoft Office programs, PowerPoint, SharePoint;
- An equivalent combination of education and experience may be considered.

The complete job description can be seen at www.carletonnorth.com under the heading Job Opportunities.

Please include a cover letter with your resume. Application deadline is November 3, 2023. Only those selected for an interview will be contacted.

Resumes may be e-mailed to amy.mcintosh@carletonnorth.com.