



Job Description

(Approved: November, 2025)

This job description summarizes the responsibilities, qualifications, effort and working conditions and key performance indicators related to the position for someone to perform at a satisfactory level. This job description is not about the person but rather about the position. Certain individuals may be over or under qualified for this position. Certain individuals may over or under perform in this position.

Job Title: Administrative Assistant – Legislative Services, Corporate Communications & Records Management

Report to Title: Manager of Legislative Services/Clerk

POSITION DETAILS

Position status: Full time

Position on Township Grid: Grade 3

Department: Administration

Pay method (Salary or Hourly): Salary

Group Benefits: Yes

Normal workweek: 35 hours – HR Policy 3.3 (hours of work)

Overtime: Paid/Accrued as per Township Flex & Overtime
Non-Management Policy 3.4

On Call: No

Organization Name Values/Vision/Mission Statement

A Welcoming, Safe, and Inclusive Rural Community for Life.

A – RESPONSIBILITIES (includes accountabilities)

To perform this job satisfactorily, an individual must be able to perform each of the responsibilities listed successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these responsibilities.

1) Scope of Position

- Provide executive administrative support to the Clerk, Chief Administrative Officer and the Mayor and Council.
- Assist with the preparation of Committee of Council agenda packages and the taking of minutes.
- Primary point of contact for Township's social media and website updates, and responsible for corporate communication initiatives (content for monthly newsletters, monthly e-newsletters, and twice annual newsletter mailout)
- Administer the Township's Records Management program under the direction of the Clerk.

2) Key Responsibilities

Legislative Services (Clerk)

- Provides routine administrative and clerical support to the Clerk and Chief Administrative Officer.
- Provides back-up support with the preparation of agendas, By-laws, background material and all related correspondence for Council and Committees and the distribution of same prior to meetings.
- Assists the Clerk in fulfilling the statutory duties under the *Municipal Act*, *Municipal Elections Act*, *Line Fences Act*, *Drainage Act*, *Municipal Freedom of Information and Protection of Privacy Act*, and any other legislation as required.
- Ensures the Council Chambers and Committee Room are prepared for various meetings.
- Ability to attend evening Council and Committee meetings as required.
- Appointed as Deputy Division Registrar responsible for keeping of Vital Statistics, including:
 - Issuance of Marriage Licenses
- Assist the Clerk with the conduct of the municipal election process:
 - Maintenance of the Voter's List as required
 - Creation of Candidate information packages
 - Creation and maintenance Municipal Elections page on the website, and updates and information on social media
- Assist the Clerk with the issuance of lottery licenses and maintenance of lottery records.
- Supports various Committees of Council including preparation of minutes, agenda and all other related follow-up correspondence.
- Assists with overall routine inquiries of the department.

- May be responsible for providing back up services at the reception desk as needed including the greeting of visitors, initial responses to inquiries, issuing of permits and licenses where required.
- Other administrative duties, as assigned.

Records Management

- Assists with the implementation and maintenance of the Township's records management system and software (both paper and digital) as well as the associated records retention schedule.
 - Saving reports to Council and Council/Committee agendas/minutes into Laserfiche as approved
 - Digitization of records as deemed necessary, and destruction of records when applicable.
 - Reviews and completes updates to the Township's Records Retention By-Law and Schedule.
 - Implement the legal retention and destruction of records throughout the Corporation.
- Assists in the development of and conduct of a variety of training sessions and initiatives for staff across the Corporation related to information management.
- Assists with the transfer of Township records to Oxford County Archives in collaboration with the Oxford County Archivist.
- Completes records searches for other staff and the public, when required.

Corporate Communications

- Conceptual design skills for developing templates and implementing and maintaining databases.
- Compiling and writing content for the monthly e-Newsletter (SWOX Talks); monthly Village Voice publication; Bi-yearly paper newsletter (including distribution) and creation and preparation of social media and website advertisements.
- Assisting the Clerk to update the website including creating news articles and posting updates.
- Act as a primary point of contact for the Township's social media and website updates.

Internal and External Contacts

- Work involves contact with the public, other levels of government/agencies and with a wide variety of staff to provide or obtain information and service that is important to the operation of the municipality. This requires appropriate tact in order to obtain co-operation and approval of action.
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2A Operations and Program Delivery

- Assists in policy and procedure implementation related to administrative duties e.g. records and file management, Committees of Council Terms of Reference, etc.
- Policies and procedures in force – work is subject to general supervision; maintains a close working relationship with senior administrative staff.
- Deals efficiently with inquiries from other municipalities, government agencies and public with inquiries in a timely and courteous manner.
- Providing guidance and information to the public.
- General maintenance of photocopier and postage machine.
- Responsible for directing all telephone calls to the appropriate department.
- Tracking events through social media.

2B Human Resources

- Does not supervise employees.
- Does not indirectly supervise employees.
- Does not maintain confidential personnel files.

2C Material Resources

- Responsible for maintenance of office equipment.

2D Information Resources

- Manages municipal records management system (both paper and digital) as well as the associated records retention schedule.
- Responsible for updating dog tag information.
- Provides information; answers enquiries regarding Corporate by-laws; issues licenses, maintains a tactful relationship.
- Knowledge of Township structure and legislative requirement e.g. Council wards, Municipal and Planning Act requirements etc.

2E Spending, Budgets and Internal Control

- Responsible for purchasing supplies with the approval of the Clerk based on budget limitations.
- Not responsible for budget or investing decisions.
- Spending limit - not applicable.

2F Health & Safety

- Everyone at the Township of South-West Oxford has a responsibility to work in a healthy and safe manner and to follow all Township Health and Safety Guidelines (policies and procedures).

2G Other

- Other duties as assigned.

3) Key Relationships to Be Managed

External

- Answering questions with general public (daily).
- Directing different levels of government representatives to the appropriate departments.

Internal

- Reporting to supervisor as needed.
- Assisting co-workers with duties.

Public Relations

- Must act as an ambassador for the Township.
- Dealing with the general public at the counter and on the phone.

4) Creativity

- Creativity and initiative are required.

5) Autonomy

- Work independently and with other staff as a team.
- Personal work schedule is flexible for the needs of the municipality.

B – QUALIFICATIONS

The qualifications in this section include the competencies required to satisfactorily perform the responsibilities listed. Candidates may have not possessed the exact qualifications listed but have a reasonable equivalent usually through experience as approved by the CAO.

1) Formal Education and Training

Diploma/degree/certificate

- Community College or post-secondary courses related to public administration, business administration, records management or communications.

Professional designation/certification

- None

License

- Valid “G” license is required.

Other systematic formal instruction

- Microsoft word, excel, access, outlook
- Great Plains, WHMIS
- Canva & Adobe Express
- Health & Safety

- Laserfiche
- GIS Mapping

2) Ongoing Personal Development

- In house training for upgraded versions of Microsoft word, excel, Great Plains and Laserfiche.
- AMCTO courses.
- Records management training.

3) Work Experience

- At least one (1) year of work experience, but less than three (3) years' experience in a municipal setting.

4) Decision Making Authority and Judgment Skills

- Report to one supervisor regarding major decisions, spending.
- Ability to schedule own work in order to meet deadlines.

5) Problem Solving Skills

- Handle fast pace environment and many interruptions.

6) Interpersonal and Communications Skills

- Positive Attitude
- Sustains Relationships
- Cooperates with others
- Mature/Good judgment/Trustworthy
- Teamwork
- Speaks truthfully
- Listens

7) Leadership skills

- Understand business
- Shows initiative
- Demonstrates integrity and honesty
- Shows flexibility

8) Personal Organization and Time Management Skills

- Ability to multi-task
- Sets goals, objectives and priorities with input from supervisor when needed
- Efficiently manages time and priorities
- Follows through to ensure timely completion of tasks
- Works to ensure thoroughness and accuracy in completion of tasks
- Handle fast pace and many interruptions
- Quick learner

9) Other Required Skills (practiced ability) not already listed above

- Computer equipment
- Reasoning
- Critical thinking
- Analysis
- Customer service
- Planning
- Various other technical

10) Required Knowledge (familiarity gained through experience) not already listed above

- Requires a medium degree of knowledge.
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C – EFFORT & WORKING CONDITIONS

1) Physical Effort and Environment

- Low physical effort in a pleasant environment (office).

2) Mental Effort and Environment

- Medium mental attention and concentration required in a medium stress environment.
 - Ensuring accuracy in completing tasks.
 - Work is subject to unyielding deadlines.
 - Priorities and workloads subject to change requiring staff flexibility and the acceptance of non-routine assignments.
 - Work is subject to potential hostility and stress when dealing with irate tax payers.
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D – KEY PERFORMANCE MEASURES

- Council and Council Committees agenda, reports and minutes prepared and sent out as per prescribed time frames.
 - Transferring and removal of relevant files to Laserfiche in keeping with prescribed time frames.
 - Work within deadlines established by the Province of Ontario as it relates to the Planning Act and The Municipal Act.
 - Ensure that all customer inquiries are answered or redirected to the proper person no later than one business day after the request is received.
 - Provide regular updates to social media regarding matters related to Municipal and Public Health matters.
 - Monitor South-West Oxford Community Facebook pages and bring matters of concern to supervisor.
 - Prepare and publish newsletters, submissions to Village Voice etc. in keeping with deadlines and matters of importance to the Township.
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E – SIGN OFF

Job description reviewed by Administrative Assistant - Legislative Services, Corporate Communications & Records Management.

(Print Name)

(Signature)

Date: _____

Supervisor: _____
Manager of Legislative Services/Clerk