

Casual Administrative Assistant

Municipal Services/Civic Works

REPORTS TO:	DIRECTOR OF MUNICIPAL SERVICES, OR DESIGNATE
DEPARTMENT:	MUNICIPAL SERVICES
SECTION:	N/A
LAST UPDATED:	AUGUST 2026
DIRECT REPORTS:	N/A

Position Summary

The Casual Administrative Assistant position within each department or division provides casual administrative support on an as needed basis to either the Municipal Services department or the Civic Works division. This role is the first point of contact for the department and is responsible for supporting administrative processes, answering telephones, processing incoming and outgoing mail, supporting management and staff ensuring consistency with established procedures and processes.

This role does not perform exempt confidential, or decision-making executive support functions.

This position may also collaborate with Administrative Assistants in other departments to ensure consistency, sharing of information and opportunities for efficiencies.

Responsibilities

Administrative Support

1. Provide day-to-day administrative support to management and staff.
2. Coordinate and schedule meetings, including booking rooms, arranging virtual meetings, and preparing materials.
3. Prepare meeting agendas, record and distribute minutes, and tracking follow-up action items.
4. Draft, format, proofread, and distribute correspondence, reports, and presentations.
5. Receive and respond to routine inquiries from internal staff and the public.

Procedure & Process Coordination

6. Ensure standard administrative processes are followed (e.g., purchase requisitions, expense claims, attendance records, and basic HR or finance forms).
7. Track deadlines, approvals, and documentation related to departmental or division activities.
8. Maintain organized electronic and physical filing systems in accordance with records management policies.

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Financial & Data Support (Non-Exempt)

9. Assist with basic financial administration such as invoice coding, purchase orders, tracking expenditures & credit card statements, and reconciling records within established guidelines.
10. Maintain spreadsheets, databases, and tracking tools related to department or division operations.
11. Compile routine reports and statistics for management review.

General Duties

12. Support department events, training sessions, and committee meetings.
13. May be requested to coordinate travel arrangements and meeting logistics.
14. Perform other related duties consistent with the scope and classification of the position.

Qualifications

- Diploma or certificate in Office Administration, Business Administration, or a related field.
- Minimum of 1 year administrative experience.
- Experience working within established policies and procedures.
- Organizational and time-management skills with the ability to manage multiple priorities.
- Proficiency with MS365 and Office Suite, and ability to perform general administrative tasks .
- Experience with preparation of agendas, schedule meetings, take accurate meeting minutes and prepare professional documentation.
- Demonstrated interpersonal and communication skills with the ability to work collaboratively in a team environment.
- Attention to detail and accuracy in records and documentation.
- Ability to exercise discretion and professionalism while working within non-confidential boundaries.
- Good verbal and written communication skills with the ability to carry out accurate record keeping.