



Special Project Coordinator - Intern Sprucedale, Ontario

Job Description: The Special Project Coordinator will be responsible for the research and review of policies, procedures, by-laws and Acts as well as various duties under the direction of the Clerk-Treasurer. Tourism development may include researching festivals and events and working closely with our Recreation Committee. Under the direction of the Public Works Working Superintendent, inputting asset management information into GIS System. This dynamic position requires collaboration with all departments within the Township.

Job Responsibilities: *Township Office*

- Provides information, assistance and advice concerning municipal programs, policies and by-laws
- Research Employment Standards Act, Municipal Act, Occupational Health and Safety Act
- Reviewing current policies and procedures to ensure compliance with the above Acts
- Research and review our current by-laws as well as comparing by-laws to other Townships
- Research grants that may be applicable for all departments and committees
- Grant writing and application process
- Research AODA and maintaining websites compliance
- Research background information as required by the Clerk-Treasurer
- Back up to Deputy Clerk-Treasurer for payroll
- Assists the Clerk-Treasurer with the preparation, implementation and monitoring of the Township's policies and procedures
- Assists with the account receivable/payable functions. Receives payments of taxes etc., issues receipts, records payments, prepares deposits and transports to bank
- Under the general guidance of the Clerk-Treasurer, prepares Council agendas, minutes of Council and Committee meetings, by-laws, reports, tender documents etc.
- Create and post informative social media content, including any agency publications
- Working with website host to create and maintain website and content
- Collaborate with Recreational Committee for promotion of special events
- Performs general office duties, typing filing, photocopying, indexing etc.

Public Works Department

- Asset management with GIS System - location marking for culvert assessment
- Travel throughout the Township roads
- Fill out field guide on tablet for culverts, signs, bridges
- Recording GPS coordinates and taking photos as documentation
- Updating information in GIS system

Education/Experience/Skills:

- Post-Secondary Diploma in a related discipline e.g. Public, Business, or Office Administration
- 6 months to one(1) year experience
- Maintain a valid Ontario Class G Drivers' License and a clean driving abstract
- Good interpersonal and communication skills (oral and written)
- Good level of computer literacy and keyboarding skills
- Strong level of research skills
- Strong analytical and critical thinking skills

Qualifications: University or college graduate who has graduated within the last three(3) years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program. The position will be a first full-time employment in the candidate's field of study.

We thank all applicants who apply, however, only those considered for an interview will be contacted.

Application Deadline: 12:00 noon Friday, November 20th, 2020

Please mail applications to: Cheryl Marshall, Clerk-Treasurer
Township of McMurrich/Monteith,
PO Box 70, Sprucedale, Ontario P0A 1Y0

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