

Township of McMurrich/Monteith
POSITION DESCRIPTION

Position: Special Project Coordinator - Intern	Date approved: June 22, 2020
Reports to: Clerk Treasurer and/or Public Works Working Superintendent	Approved by: Council Resolution: 2020-151

POSITION SUMMARY: 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. 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 with the Township.

Major Duties and 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 bylaws to other Townships.
- Research grants that may be applicable for all departments and committees
- Grant writing and application process.
- Researches 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 Accounts 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.
- Researching ADOA and maintaining websites compliance
- Collaborating with Recreational Committee for promotion of special events.
- Performs general office duties, typing filing, photocopying, indexing etc.
- Performs other duties as assigned.

Roads Department, Special Project Management/Asset Management

- 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.
- Correcting seasonal roads in GIS system

Education/Experience/Skills

- Post-Secondary Diploma in a related discipline e.g. Public, Business or Office Administration
- 6 months to one year experience
- Maintain a valid Ontario Class G Drivers' License and a clean driver's 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
- Strong communication skills

Independence of Action

The work requires the adapting of established methods and procedures. Incumbent has some choice of methods and sequence. Make recommendations for changes to policy where identified need is present.

Mental Effort

Work is varied and requires frequent periods shifting from one task to another for intermediate durations. Mental, visual and/or aural concentration is required when researching policies/Acts, preparing reports, responding to requests etc. Concentration and awareness required when working on roadways.

Physical Effort

Majority of work is performed in a typical office setting and may require occasional lifting of office supplies of light to medium weight. Work may include long periods of time in outdoor elements.

Dexterity

The coordination of both fine and coarse movements is required. Speed is a moderate consideration.

Accountability

Actions could result in loss of time or resources and will affect the work of others.

Safety of Others

The degree of care required is typical of a general office setting. Considerable care should be taken when work is on public roadways to prevent injury.

Supervision

Supervisory responsibilities are not part of the job function.

Contacts

Contacts are primarily with fellow employees; occasional contacts with the public involving exchanging of information.

Working Conditions

Work is usually performed in a typical office setting. Occasionally required to deal with difficult people. Frequent interruptions. Occasionally subject to verbal abuse. Sitting for long periods of time.