



The Township of Douro-Dummer is Seeking Applications for the Position of Legislative Services Administrative Assistant

Contract Position

The Township of Douro-Dummer is located in the heart of Peterborough County, with a permanent population of 6900. The Township currently has a contract position available for the role of Legislative Services Administrative Assistant. This position is part of the Municipal Office Team and reports directly to the Clerk/Planning Coordinator.

Job Summary:

Provides reception duties for the Municipal Office and clerical duties for Clerk/Planning Coordinator and other members of the Management Team. This is a 12-month contract with a possible extension of up to 18-months. The work week is 34.5 hours, Monday to Friday and may require additional hours outside of the normal work day. Please view the full job description available on the website www.dourodummer.on.ca.

Job Knowledge:

Post-secondary education or equivalent in a related field with three years related secretarial, business, or municipal experience. Successful completion of the Municipal Administration Program is preferred.

Excellent knowledge of personal computers and associated software, with word processing experience. Proven ability to work with Microsoft Word, Publisher, Outlook, Internet and Excel, Adobe.

Experience with working with GIS software would be an asset.

Excellent organizational and communication skills. Proven ability to interact with the public in a positive manner.

All applicants must possess a valid Driver's License (minimum "G" level) and have their own transportation to and from work. Hours of work will vary depending on the nature of the work assigned. The successful proponent will be required to provide a Criminal Records Check. For further information, please call the Municipal Office at 705-652-8392 ext. 210 or e-mail martinac@dourodummer.on.ca

Qualified candidates are invited to submit an application including a resume and references **by 12:00 noon on Thursday, July 9, 2020.**

Martina Chait-Hartwig, Temporary CAO
894 South Street
P.O. Box 92
Warsaw, Ontario K0L 3A0
info@dourodummer.on.ca

We thank all applicants, but only those invited for an interview will be contacted. Personal information is collected and will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, and will be used for employment purposes only.

Applicants submitting a resume containing references are thereby granting the Township of Douro-Dummer permission to check these references.