Town of Wolfville
Position Description

Position Title: Administrative Assistant – Public Works & Parks

Reports to: Director of Planning and Public Works

Subordinate Staff: N/A

Salary Range   : $ 26.00-32.00   **Band:** Level 1 – Administrative Assistant

Classification: Part-time

Position Summary:
Under the supervision of the Director of Planning and Public Works, the Administrative Assistant would perform duties and functions as required for the Departments of Public Works, Parks and Water Utility. The role is central to ensuring the smooth operation of departmental functions through effective communication, records management and customer service.

Core Expectations of Role:

Public Works, Parks, and Water Utility Departments:

- Provide an administrative support service.
- Provide information and assistance to the general public in matters relating to routine public works, parks, water utility & recreation matters.
- General filing, including electronic, and maintenance of current files and keeping printed materials up-to-date.
- Provides administrative support in the preparation and filing of safety policies and practices.
- Develops and maintains various databases for the organization.
- Assist with purchasing, the preparation of tenders, and other reporting documentation as required.
- Provide support and updates to the Town's website for the departments as needed.
- Act as department lead with LF
- Manage invoicing, ordering and payment orders for the department

Support to Other departments:
- Serves as the primary point of contact for incoming calls directed to the Public Works, Parks and Recreation departments via the Town's phone tree system. Responsible for answering, screening, and routing calls appropriately, addressing general inquiries, and ensuring timely follow-up or redirection as required.
- Act as initial point of contact for those entering the Public Works & Community Development building; answer basic questions, take messages
- Be the point of contact for equipment maintenance within the building including plotter, copier and large-format scanner.
- Provide administrative support the Source Water Protection Committee, which includes scheduling meetings, preparing agendas and meeting packages and minute preparation.
- Adheres to all provincial and municipal Occupational Health and Safety policies, guidelines and standard operating procedures.
- Performs other duties and projects as required.

Skill/Knowledge:
- Competency in administrative skills including oral and written communication, report writing, and computer office software use.
- Skilled in the use of Social Media (Facebook, twitter, Instagram, etc.)
- Skilled in digital records management.
- Ability to maintain confidentiality when working with confidential materials.
- Ability to read and follow legislative requirements related to the position.

General Capabilities:
- Ability to respond courteously to public inquiries.
- Strong discretionary skills, sound judgement and a high level of professionalism.
- Attention to detail.
- Time management and organizational skills
- Ability to work independently.
- Ability to work as a team and build relationships across departments and with outside experts.

Decision-Making:
This position has $500 spending authority.

Working Conditions:
- The work is performed on-site at the Public Works Building in an office environment (remote working is not available).
- The hour of work for this position is 7 hours a day (21 hours a week) from Wednesday to Friday, 8:30am to 4:30pm.
- Minimal physical effort is required
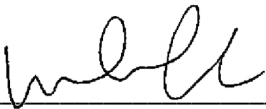- This position spends long periods of time in front of a computer screen.

Education or Training:
- High school education.
- Post-secondary college or technical training and experience, or combination thereof, that demonstrates the knowledge, skills, and abilities to perform the above described duties.

Related Experience:

- Post-secondary education in office administration preferred and a minimum of 2-years' experience considered an asset

Approved by:

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CAO or Department Head

_____2025-06-04_____

Date