



Administrative Assistant

Tay Township - Employment Opportunity

Full-Time, Contract Position (On-Site)

The Township of Tay, located on the vibrant, sunset shores of Georgian Bay, is seeking an individual who thrives in a culture of collaboration and progression to join #TeamTay as an **Administrative Assistant** for a **one-year contract opportunity**. The ideal candidate is adaptable, forward-thinking, and committed to making a positive impact both within the organization and across the community.

Reporting to the General Manager, Operational Services, the Administrative Assistant provides flexible administrative and customer service support to various departments and divisions within the Township on a rotating, as-needed basis. This role is key to ensuring consistent, high-quality municipal service delivery by delivering exceptional customer service, maintaining accurate and organized records, and supporting team initiatives and cross-departmental collaboration.

For the duration of this contract, the role will primarily support **Operational Services** and **Municipal Law Enforcement Services**, while also providing **frontline customer service support**. Education and experience relevant to these areas, particularly within a municipal environment, are considered strong assets.

Key Qualifications

- Completion of post-secondary education from an accredited educational institution, in Office Administration, or another relevant discipline.
- Three (3) years of related, progressive work experience, providing administrative support, preferably in a municipal setting.
- Advanced computer skills, including document management, word processing, spreadsheet, internet and e-mail programs, and related office equipment.
- Excellent and concise writing skills with a prominent level of accuracy; exemplary proofreading skills and careful attention to detail; Must possess and exercise exemplary oral communication skills; advanced analytical, organizational, and research skills, with the ability to problem solve.
- Well organized, flexible, and able to deal with multiple priorities; organizes own time effectively, prioritizes appropriately, prepares in advance, and sets realistic timeframes; ability to prioritize workload considering competing interests, and adapts readily to rapidly changing demands, circumstances, and deadlines.

The compensation range for this Full-Time, Contract position is \$28.17 to \$32.96 per hour with a 35-hour regular workweek.

Join #TeamTay today and help transform the way local government connects with the community it serves.

Why Join #TeamTay?

- Competitive Compensation
- OMERS Pension - Option
- Collaborative and Welcoming Environment
- Live and Work on Georgian Bay
- Learning and Development Opportunities
- Staff Celebrations and Events



Interested applicants are encouraged to do the following:

1. Reference the complete position description, including comprehensive qualifications available on the Tay Township website – www.tay.ca/jobs
2. Please submit a **(1) Cover Letter** and **(2) Resume** via email by **4:00 p.m. (EST), Monday, November 17, 2025**, to the attention of Human Resources (HR@Tay.ca).

Application Notes:

- Please reference **2025-018** within the email subject line.
- Please indicate how you heard about this opportunity within your application.

Click Here to Apply Now!

We appreciate the interest of all applicants, however, only those candidates selected for consideration will be contacted. Only applications submitted through email communication will be accepted. Applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used to determine eligibility for potential employment. Tay Township is an inclusive employer committed to providing a fully accessible recruitment process. Please contact us during the recruitment process and let us know what accessible support you may need.

Posted: 2025-10-27



POSITION DESCRIPTION TAY TOWNSHIP

Position Title: Administrative Assistant	
Position Classification: Administration Staff	Pay Band: 3
Department/Division: Various	Reports to (Directly): General Manager, Operational Services
Direct Reports: None	Indirect Reports: None
Revision Date (s): October 2025	Hours Per Week: 35

Position Summary:

Reporting to the General Manager, Operational Services, or their designate, the Administrative Assistant provides flexible administrative and customer service support to various departments and divisions within the Township on a rotating, as-needed basis. This role is key to ensuring consistent, high-quality municipal service delivery by delivering exceptional customer service, maintaining accurate and organized records, and supporting team initiatives and cross-departmental collaboration.

Responsibilities:

1. Responds to public inquiries via telephone, written correspondence, and in-person interactions, providing necessary information and routing general Township inquiries accordingly.
2. Processes applications and accepts payment for boat launch and fire permits, and dog tag licenses, ensuring accurate documentation, proper fee collection, and timely issuance.
3. Inputs and maintains data in internal software systems, databases, and spreadsheets based on service calls, inquiries, and operational needs, ensuring accurate and up-to-date record-keeping.
4. Assists with administrative tasks related to meeting preparation, including documentation and scheduling, and support service tracking and reporting.

5. Prepares and edits correspondence and documentation, including, but not limited to, letters, memos, notices, and confidential documents using Microsoft Office programs and other related programs and databases, as required; reviews and edits staff reports, as required.
6. Prepares cheque requests and prepares and processes invoicing for management approval.
7. Provides front-counter backup support to other Township administrative team members in their absence, as required; greets visitors and directs them to the appropriate area/person for service.
8. Gathers information for Freedom of Information requests, as required.
9. Maintains and updates Township webpages, as required.
10. Processes incoming daily mail and distributes, as required.
11. Manages documents in accordance with the Township's Records and Information Management (RIM) system and The Ontario Municipal Records Management System (TOMRMS), including ensuring that confidential information (property owners, staff, and confidential matters) remains secure.
12. Models the Township's values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think administrative practices and identify initiatives that can deliver greater benefit for Tay community members.
13. Maintains a high degree of confidentiality and security of information; where information is developed before Staff/Public release, ensures the confidentiality of information produced.
14. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures, and best practices.
15. Performs other related tasks and functions as assigned that are required or determined by the Township's requirements relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications:

Education, Certifications, and Training

- ❑ Completion of post-secondary education from an accredited educational institution, in Office Administration, or another relevant discipline.
- ❑ Commitment to continuing education and professional development; willing to attend conferences, courses, and seminars as required, some of which may require overnight accommodation.

Experience

- ❑ Three (3) years of related, progressive work experience, providing administrative support, preferably in a municipal setting.
- ❑ Experience in records information management working with Laserfiche, and/or other records information management software; experience working according to The Ontario Municipal Records Management System (TOMRMS) is considered an asset.
- ❑ Experience in the use of the following programs/software or similar is considered an asset:
 - Microsoft 365 Applications
 - Bluebeam
 - CityView
 - Cloudpermit
 - PSD Citywide

Knowledge

- ❑ Knowledge of local government functions and responsibilities, and applicable acts and federal, provincial, and municipal legislation applicable to municipalities, is considered an asset.

Skills and Competencies

- ❑ Advanced computer skills, including document management, word processing, spreadsheet, and presentation software, internet and e-mail programs, and related office equipment; internet-based research proficiency is essential.
- ❑ Excellent and concise writing skills with a prominent level of accuracy; exemplary proofreading skills and careful attention to detail.
- ❑ Must possess and exercise exemplary oral communication skills; advanced analytical, organizational, and research skills, with the ability to problem solve.
- ❑ Developed acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public, with the ability to always exercise integrity, tact, and good judgement.
- ❑ Well organized, flexible, and able to deal with multiple priorities; organizes own time effectively, prioritizes appropriately, prepares in advance, and sets realistic timeframes; ensures all activities and resources are utilized efficiently and effectively, and monitors progress toward operational or strategic objectives; ability to prioritize workload considering competing interests, and adapts readily to rapidly changing demands, circumstances, and deadlines.
- ❑ Comfortable with innovative ideas and has the curiosity to seek new opportunities and implement change; self-assured and confident; driven towards results while constantly problem-solving and learning; recognizes and adapts to evolving conditions; translates knowledge and ideas into action and

tangible and measurable outcomes.

- ❑ Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- ❑ Collaborative team player focused on practical, timely solutions; demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders; establishes and maintains effective working relationships with the Public, Staff, and the Leadership Team.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.

Effort, Physical Demands and Working Conditions:

- ❑ Regular workweek – 35 hours; occasional requirement to attend evening Council meetings and events/meetings outside of the regular workweek; attendance/response may be required in the event of emergencies or critical situations requiring an immediate response in accordance with Township policy.
- ❑ Performance of duties normally takes place in an indoor office environment; environments also include out-of-office events/meetings; required to occasionally attend conferences, events, meetings, and/or training, at locations outside of Tay Township, that may require overnight accommodation.
- ❑ Position involves physical efforts of sitting, standing, walking, and prolonged computer/office equipment use.
- ❑ Position requires the ability to lift and carry up to 30 lbs, primarily to transport record boxes, as required.
- ❑ Position involves mental and visual concentration with close attention to detail, including reading, analyzing, writing, and providing information; balancing multiple demands, dealing with interruptions/distractions, and addressing evolving and tight deadlines.
- ❑ Position requires the analysis of information to interpret trends of results and accountability for quality and timeliness of work and reliability in achieving results; accuracy, attention to detail, and concentration is required. There is an opportunity for autonomy, independent judgment, initiative and creativity, and original research; accountability for quality and timeliness of work, and reliability in achieving excellent results.
- ❑ Problem-solving/decision-making efforts and responsibilities include a degree of analysis; decisions are to be made within the corporate mandate by following methods, guidelines, policies, or procedures; position requires confidentiality and discretion in many aspects of the work.

Employment Conditions:

- ❑ Satisfactory Criminal Record and Judicial Matters Check (CRJMC) provided via the Ontario Provincial Police.