

SUSSEX, N.B.

Job Description

Administrative Assistant – Community Services

Position Summary:

The Recreation Administrative Assistant provides administrative and clerical support to the Community Services Department. This role ensures efficient day-to-day operations by managing communications, scheduling, record-keeping, and customer service. The position requires strong organizational skills, attention to detail, and the ability to work collaboratively with staff, vendors, and the public. This position reports to the Director of Leisure Services.

Major Duties and Responsibilities:

- ◆ Performs administrative and clerical functions in a confidential manner.
- ◆ Assists with the planning, development and execution of a variety of municipal events and programs.
- ◆ Logs requests for service and creates work orders in the town's asset management software.
- ◆ Handles enquiries and requests from the public regarding programs, facilities and events.
- ◆ Handles complaints or concerns professionally and escalate when necessary.
- ◆ Assists in scheduling facilities and event bookings.
- ◆ Prepares and maintains departmental records, reports and correspondence.

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- ◆ Coordinates meetings, prepare agendas, and take minutes.
- ◆ Manages filing systems (digital and physical) for the department.
- ◆ Assists with the preparation of purchase orders and invoices.
- ◆ Assists in processing Recreation User Rebates and Wellness Rebates.
- ◆ Researches current recreation trends, program offerings and statistical data.
- ◆ Obtains quotes for supplies, equipment and services.
- ◆ Assists with purchasing office supplies, materials for activities and events, and ensures compliance with municipal procurement policies.
- ◆ Creates promotional materials for community events.
- ◆ Maintains accurate information on the town's electronic community boards.
- ◆ Performs other related duties as may be required or assigned from time to time.

Desirable Education, Training and Skills:

- ❖ Post secondary education in Recreation, Business, or Office Administration or a related discipline.
- ❖ 2+ years of administrative experience, preferably in municipal or recreation settings.
- ❖ Must possess a valid driver's license.
- ❖ Proficiency with Microsoft Office including Excel, Word, and Outlook.
- ❖ Proficiency in maintaining electronic file structures.
- ❖ Experience working in an asset management or inventory system.
- ❖ Familiarity with municipal government processes or parks and recreation programs and services.
- ❖ Ability to maintain a high level of confidentiality.

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- ❖ Excellent organizational and time management skills.
- ❖ Consistently demonstrates accuracy and attention to detail.
- ❖ The ability to meet and to assist the public as well as work and interact with other employees and elected officials.
- ❖ Good analytical skills to enable decision-making.
- ❖ Excellent oral and written communication skills.
- ❖ Must be able to work independently and prioritize workload.

The above Job Description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the requirements that may be inherent in such classification.

Approved by Council -