



Contract Administrative Assistant – Building/By-Law & Fire
(Estimated 13 Month Maternity Leave Contract)

The Municipality of South Bruce is seeking an enthusiastic, customer service-oriented individual to fill a contract full-time Administrative Assistant position (estimated 13-month maternity leave contract). This position will provide administrative support to the Manager of Building, By-law and Planning as well as the Manager of Emergency Services/Fire Chief. This individual will perform a variety of administrative duties requiring a thorough knowledge of organizational procedures. The ideal candidate will be organized, detailed oriented with strong public relations and interpersonal skills.

A full job description, including the desired skills and qualifications is available on the Municipal Website:
www.southbruce.ca/careers

Hours of work are 35 hours per week. Regular hours Mon-Fri 8:30am-4:30pm.

Interested candidates are invited to apply by submitting their resume and cover letter by **12:00 pm Noon on Friday September 26, 2025**, to:

Laura Kennedy HR Assistant
Municipality of South Bruce
21 Gordon St E
PO Box 540
Teeswater, Ontario N0G 2S0

Resumes may also be forwarded to lkennedy@southbruce.ca in either Word or Adobe format.

We thank all applicants who apply, however, only those considered for an interview will be acknowledged. The Municipality of South Bruce is an Equal Opportunity Employer. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted about a job opportunity, please advise the Human Resources Assistant of any accommodation needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.



MUNICIPALITY OF

South Bruce

POSITION DESCRIPTION
Administrative Assistant

POSITION TITLE:	ADMINISTRATIVE ASSISTANT	
DEPARTMENT:	Building/By-Law and Fire	SALARY GROUP: 5
SUPERVISORS:	Direct Reporting to Manager of Building and By-law/Chief Building Official and Manager of Emergency Services/ Fire Chief	

Position Summary:

Under the direction of the Manager of Building, By-law, Planning and the Manager of Emergency Services/Fire Chief, performs a variety of administrative duties requiring a thorough knowledge of organizational procedures and precedents and provides administrative assistance.

General Duties/Responsibilities:

- Acts as the first point of contact for each of the individual Departments. Screens visitors, telephone calls and mail directed to the Building, By-law, and Fire Department. Answers questions directly by providing factual information in a prompt and courteous manner.
- Receives complaints and requests for information, keeps a record of incoming messages and complaints requiring follow-up; directs call to appropriate person for follow-up.
- Research, compile, and analyze data for special projects and prepare routine reports.
- Maintains appointment schedules and calendars; keeps track of annual schedule for distribution of tender documents and agreements.
- Make travel arrangements and arrange meetings. Assists in agenda preparation, gathers information, and contacts meeting participants.
- Performs routine administrative work such as typing, maintaining records/files pertaining to each of the Departments in accordance with the municipality's record retention by-law, drafting letters and correspondence, emails, newspaper ads, promotional materials such as flyers, signs, newsletters, and website information.
- Assists the Department Heads in the preparation of reports, motions, tenders and bylaws for council.
- Attends staff/supervisor meetings, prepare agendas, takes minutes, compiles a list of items requiring follow-up.
- Has general knowledge of municipality's accounting software to obtain and compile financial information for analysis to assist the Department Heads in determining the effectiveness of municipal programs and services and preparation of budgets and long-term capital plans.
- Responsible for keeping the website up to date with current events and information as required for the departments.
- Will provide backup administrative assistance to other departments as needed.

Major Duties/Responsibilities:**Fire**

- Provides administrative support to the Manager of Emergency Services/Fire Chief for the effective administration of Fire Services.
- Maintains office filing and record systems.
- Assist with the maintenance of computerized fire software (FirePro).
- Assists in the preparation of reports on issues relating to the fire service.
- Assist the Manager of Emergency Services/Fire Chief with the preparation and distribution of notification of public safety campaign information including public emergency notification system.
- Maintain and update content for the fire department on social media and the Municipal website.
- Assist in the preparation and facilitation of grant applications and ongoing administration.
- Assist with the organization of special projects and events as required.
- Assist in reviews for updating by-laws and policies.
- Generates reports and maintains records regarding Standard Incident Reports to the Ontario Fire Marshal's Office.
- Performs data entry for personnel records, training records, life insurance, fire prevention records and emergency incidents.
- Other duties as assigned.

Health and Safety

- Sits as the secretary for the Health and Safety Committee, scheduling meetings, prepares agendas and minutes.
- Follows up on action items relevant to meetings.
- Provides support to the Health and Safety coordinator related to communications, policy drafting and other administrative supports

Building & By-Law:

- Provides administrative support to the Chief Building Official for the effective administration of their department.
- Maintain all records and files pertaining to the building department, including, but not limited to permits, and building inspections.
- Prepares and review zoning certificates, prepares monthly reports for MPAC, Stats Canada, Tarion, and Saugeen Development Assoc.
- Review permit application with regards to Source Water Protection Zone areas and assist applicant with approvals.
- Calculate and maintain record for Municipal and County development charges.
- Track and input building permits into current permitting software.
- Calculate permit fees and follow up with applicants for payment.

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- Research and respond to general zoning inquiries.
 - Maintain call records for inspections, animal control calls, property standard complaints, and by-law complaints.
 - Attend Building Administrative Association meetings.

Education & Experience Requirements:

- One year College Diploma in Business, Municipal or Office Administration.
- One-year administrative experience preferably in a municipal environment. Courses or experience relating to Municipal Building, by-law, Fire administration is desirable.

Required Knowledge, Skills & Competencies:

- Ability to produce a variety of documents using correct grammar, spelling and punctuation.
- Business letter and report writing techniques.
- Ability to interpret, apply and explain various pieces of legislation affecting municipalities.
- High proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook).
- Excellent research, analysis, and policy development skills.
- Strong communication (oral and written), interpersonal, time-management, and organizational skills.
- Well developed problem solving and decision-making skills.
- Ability to effectively foster good rapport and cooperative working relationships and build trust within teams.

Conditions of Employment

Working Conditions:

- Primarily working in an Office Environment.
- Using the computer and telephone to communicate with colleagues and community members.
- Addressing quickly changing priorities.

Physical Demands:

- Time spent on the computer
- Communication with a variety of stakeholders.
- Communication using the telephone.
- Considerable time spent sitting at a workstation.

Mental Demands:

- Ability to handle and prioritize changing workloads.
- Ability to deal with stressful situations and customers.
- Increased customer demands during peak hours.
- Ability to work/connect with different people and different work styles.

Employment Information:

May be required to work outside and beyond the normal hours of work. Access to a personal vehicle is desirable for travel between multiple municipal facilities.

Usual Office Hours: 8:30 a.m. to 4:30 p.m. with a one-hour unpaid lunch break. Work outside the standard hours is required from time to time to accommodate meetings and workload.

Work is sometimes subject to significant stress due to tight, unyielding deadlines imposed by statutes, shifting priorities and demands of the public.

Prepared By: Dept Heads
Effective Date: 2024

Approved By: LM
Supersedes Date: July 2014