

## Operations Clerk (Job # 2025-035-IE)

<b>Department:</b>	Community Services
<b>Status:</b>	Part Time, Permanent
<b>Date Posted:</b>	February 13, 2025
<b>Date Closing:</b>	<b>February 27, 2025, 4:00 p.m.</b>
<b>Number of Positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	Up to 24 hours per week
<b>Salary:</b>	\$34.92 – 39.28 per hour
<b>Flexible Working Arrangements:</b>	Yes

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### WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, complementary gym membership and access to our employee discount program.

Allow your resume to stand out with experience working within a local government organization, while working within your community. Those joining the Town's Community Services team will have an opportunity to work amongst a dynamic group of peers in a positive work environment. Work on projects that have a direct and positive impact on the lives of the citizens of Stouffville.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

### Position Purpose:

The Operations Clerk (PT) provides administrative assistance to the Manager, Facilities Development & Operations as well as the Manager, Parks Development & Operations; office of the Commissioner, Community Services and other staff, as assigned. They provide clerical assistance to the Parks and Facilities Management Team including administrative services; payroll management; composing correspondence; capital and operating budget tracking; researching; word and data processing; responding/distributing to enquiries and complaints, including those received through the Service Request Manager System; mail distribution; central file maintenance; upkeep of informational materials; updating of mailing lists and Department directories; ordering of stationery; collecting and maintaining statistical data records; organize and support public meetings; attending and recording minutes at Department meetings; providing accounts payable assistance to the Parks and Facilities Management teams; assists with special project work and requests; and collaborates with the Administrative & Project Coordinator to support the office of the Commissioner, Community Services; managing Department lease programs; back-up support to Administrative & Project Coordinator as well as other Departmental positions as required.

## Qualifications and Requirements:

- Minimum of Ontario Secondary School Diploma (Grade 12 Business), Community College Business diploma preferred.
- Minimum of three (3) years working knowledge and demonstrated experience in administrative and secretarial functions.
- PMP Certification an asset.
- Proficiency in the operation and use of word processing, spreadsheets, presentation, filing, scheduling, and document creation software, including knowledge of Word, Excel PowerPoint, SharePoint, Outlook and Adobe programs.
- Ability to prioritize work and to work under pressure to meet deadlines accompanied with ability to exercise discretion and good judgment when handling confidential/sensitive information.
- Ability to deal courteously and effectively with tact and diplomacy with all levels of staff, the public, community groups, agencies/organizations, and other Departmental contacts.
- Demonstrates a high level of initiative and can complete tasks to meet Department goals. A self-starter.
- Class G Drivers license in good standing and reliable vehicle to use on corporate business when required.
- Availability to attend evening meetings/special events as required.
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, self-management and accountability, and flexibility/adaptability.
- High degree of accuracy, attention to detail and record keeping skills.
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files.

## How to apply:

Please forward your resume in confidence by **February 27, 2025, at 4:00 p.m.**, identifying **Job # 2025-035-IE** in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**