



## EMPLOYMENT OPPORTUNITY

### Part-Time Public Works Clerical Assistant

#### "Temporary Part Time Position"

The Municipality of Killarney is seeking applications for the position of Part-Time Public Works Clerical Assistant.

**Anticipated Start Date:** As soon as possible.

This position reports to the Public Works Superintendent.

- The successful candidate will be required to perform clerical and bookkeeping functions for the Public Works Superintendent/Department as required.
- Act as receptionist for the Public Works Department.
- Compile research reports relating to Public Works operations, services and infrastructure.
- Administer and monitor the blue box and electronics recycling programs and complete the associated reporting requirements.
- Update the civic addressing system and records.
- Assist in development of procedures, policies and management of the department's overall operations and facilities.
- Assist with management of cemetery services, development of by-laws, policies, water/sewer matters and other duties as assigned.

For a detailed job description, please contact the Municipal Office.

#### **The preferred candidate should possess:**

- typing skills – minimum 40 words per minute;
- two to three years of experience in an office environment;
- strong customer service skills required;
- strong leadership, communications, organizational, motivational and interpersonal skills;
- a solid working knowledge in Microsoft Word and Excel;
- a good working knowledge of legislation, policies, programs and procedures relative to municipal administration would be an asset;
- a valid "G" Driver's License, CPR, First Aid and WHMIS Certificates;
- Worker Health & Safety Awareness Training Certificate required;
- the successful candidate must obtain a criminal background check prior to employment commencing.

**The Municipality will provide training for:**

- ***Occupational Health & Safety Awareness***
- ***WHMIS***
- ***AODA Customer Service training, including Human Rights***
- ***Workplace Violence & Harassment Prevention***

Wage: \$19.80 to \$22.29 per hour contingent upon qualifications and experience.

Hours of Work: 24 hours (3) three days per week (Wednesday, Thursday & Friday).

Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience in confidence by **3:00 p.m. Thursday, March 7<sup>th</sup>, 2024** to:

**Mrs. Candy Beauvais, Clerk-Treasurer**  
**Municipality of Killarney**  
**32 Commissioner Street**  
**Killarney, ON P0M 2A0**  
**Telephone: 705-287-2424 Fax: 705-287-2660**  
**Email: [cbeauvais@municipalityofkillarney.ca](mailto:cbeauvais@municipalityofkillarney.ca)**

**All applications and enquiries will be treated in confidence. Only those selected for an interview will receive further notice. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used solely for the purpose of candidate selection.**

*If you require a disability-related accommodation in order to participate in the Municipality's hiring process, please contact the Clerk-Treasurer's office to discuss your needs.*

*Dated: February 15<sup>th</sup>, 2024*