



CONFIDENTIAL ADMINISTRATIVE CLERK

Department	Administration	Reports To	Chief Administrative Officer
Directly Supervises	N/A		
Indirectly Supervises	N/A		
Key Internal Contacts	Chief Administrative Officer, Executive Assistant, Department Heads, Managers and Employees		
Key External Contacts	CUPE, Counterparts in member municipalities, Government ministries and agencies, local government service providers, suppliers, constituents		

Position Summary

Reporting to the CAO or designate, the Confidential Administrative Clerk is responsible for administrative/HR clerical duties of the office of the CAO, including recruitment processes, leading employee onboarding, records management and preparing confidential documents.

Key Accountabilities

- Coordinates all stages of the recruitment and onboarding process, including preparing internal and external job postings, facilitating candidate selection and interviews, coordinating employee onboarding and orientation.
- Work closely with the CAO, Managers and outside agencies to support recruitment, orientation, training, performance, succession planning, staffing plans and all associated documentation.
- Monitor Collective Agreement and Exempt Staff Agreement compliance.
- Research, compile and analyze information from multiple sources for the preparation of reports, presentations and information for the CAO.
- Responsible for records management of all confidential human resources and personnel files.
- Coordinate and carry out exit interviews.
- Research and assist with the development and oversight of training programs, and coordinate delivery of such programs.
- Assist in planning and monitoring the HR budget.
- Build and maintain strong working relationships with staff and a wide range of external stakeholders.
- Provide coverage for Executive Assistant as required.
- Perform confidential clerical duties; i.e. photocopying and maintaining databases, as required.
- Lead the advertising and pre-screening of all recruits.
- Prepare agreements that reflect negotiated terms of employment.
- Excellent interpersonal skills with the ability to develop and maintain positive employee and union relations.
- Create and maintain position descriptions.
- Prepare confidential reports, agendas and record minutes, completing all meeting management processes as required.
- Strong verbal and written communications skills.
- Strong analytical and decision-making skills.
- Organizational and time management skills.
- Excellent Word, Excel, Outlook, and PowerPoint skills.
- Process incoming and outgoing correspondence.
- Manage calendars; schedule and coordinate meetings and events.



- Draft, proofread, edit and finalize a variety of documents, contracts, letters, memos
- Perform other duties as required.

Qualifications and Experience

A certificate in office administration or equivalent, plus 2 (years) experience in a local government administrative position. A high degree of integrity, diplomacy, discretion, cultural awareness and confidentiality is required. Excellent computer skills with a high level of proficiency with Microsoft Office, Outlook, Word, and the ability to learn new software quickly. Effective written and oral communication skills, accurate keyboarding/ typing skills at 60 WPM. An equivalent combination of education, training and experience may be considered.

Core Competencies

Accountability - Assumes responsibility for successfully accomplishing work goals and objectives and consistently delivering results; setting high standards of performance for self and others.

Planning and Prioritization - Plans and organizes work activities; manages several tasks at once.

Collaboration - Works cooperatively with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.

Communication - Provides regular, consistent and relevant information to others and ensures appropriate individuals are informed; listens carefully to others, asks questions or clarification and responds thoughtfully; communicates in a clear and concise manner using appropriate content, style and method of communication to suit the needs of the individual or audience.

External and Organizational Awareness - Identifies and understands how internal and external issues (e.g. economic, political, social trends) impact the work of Peace River Regional District.

Judgment and Problem Solving - Demonstrates independent and sound judgment in an abstract environment to make decisions independently or collaboratively.

Adaptability - Adapts quickly to change and easily considers new approaches.

Initiative - Identifies opportunities and issues and proactively acts and follows through on work activities to capitalize or resolve them.

Occupational Health and Safety - Applies knowledge of occupational health and safety principles and practices at Peace River Regional District and the transportation industry.

Customer Service - Demonstrates commitment to public service, serves and satisfies internal and external customers, holds themselves accountable for quality outcomes.

Relationship Building and Management - Develops and maintains effective relationships with others, relates well to people from varied backgrounds and in different situations, shows understanding, courtesy, tact, empathy and politeness.