

MUNICIPALITY OF CROWNEST PASS

JOB DESCRIPTION

CONFIDENTIAL SECRETARY/HUMAN RESOURCES COORDINATOR

POSITION TITLE:	CONFIDENTIAL SECRETARY/HUMAN RESOURCES COORDINATOR
REPORTS TO:	CHIEF ADMINISTRATIVE OFFICER
REVISION DATE:	December 2008

POSITION SUMMARY

Reporting directly to the Chief Administrative Officer, the Confidential Secretary performs a variety of confidential secretarial and administrative functions for the Management team and Council. The position is also responsible to serve as a resource and provide guidelines to the Management Team and Council in the areas of personnel services, human resources, employee relations and promotions.

Job Requirements

1. Provides all necessary assistance to the Chief Administrative Officer and ensures that required actions are undertaken in a timely manner. At the direction of the Chief Administrative Officer, ensures that all requirements for Council and Committee meetings are met.
2. Responsible to administer the Human Resource Management function for the Municipality, including compensation and benefits, grievance procedures, policy and employee records management, and occupational health and safety.
3. Prepare confidential correspondence, reports, union contract proposals, collective agreements from dictation and drafts. Composes other correspondence.
4. Authorize routine advertising and prepare and ensure that all public notice advertisements are processed.
5. Coordinate the maintenance and update of the Resource listing in the Municipal Peace Time Emergency Plan.
6. Coordinate convention, training and seminar registrations, accommodations, mileage and expenses for all employees and Council members. Supervise the organization of social functions for Council and/or employees and all gift presentations.
7. Coordinate all printing and office supplies excepting computer related material.
8. Undertakes the preparation of all Council and Committee meeting agenda packages, and ensures they are available for distribution in a timely manner. Attends all regular or special meetings of Council and provides accurate recording of meetings. Final drafts to be available for disbursement on specified deadlines.

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9. This position will develop and maintain bylaws, procedures, templates for leases and agreements, practices and strategies for the organization.
10. Ensures all correspondence resulting from the meetings are prepared for signature of the Chief Administrative Officer and other necessary actions undertaken, i.e. advertising.
11. Responsible for the administration of personnel benefits, including, Group Life Insurance, Accidental Death & Dismemberment, Alberta Health, Long Term Disability, Blue Cross, Dental and Local Authorities Pension Plan. Administration of these benefits includes remittances, registrations, terminations, year-end reporting, pension estimates, retirement counseling, disability counseling and beneficiary designations.
12. Facilitates employee's inquiries regarding benefits, and assist in the completion of forms and problem claims. Ensure employee personnel files are kept current. Process Workers' Compensation claims. Ensure vacation/banked time/sick time reports are prepared in a timely basis.
13. Responsible for the development and recommendation to the Management Team, related to personnel administration and implementation of approved policies and procedures.
14. Responsible for accepting job applications for review by Department Heads and to assist as required during interviews. Assist all department heads in the hiring process as required.
15. Process and implement the E.I. Rebate Program.
16. A high degree of proficiency in minute-taking and knowledge of parliamentary procedures and the ability to deal with competing priorities in a politically sensitive environment.

Minimum Qualifications

1. High School Diploma or equivalent or a combination of experience and education.
2. Post secondary education in areas of human resource management, municipal government, business administration or public administration and a working knowledge of the Municipal Government Act and legislation is definite asset.
3. Progressive, responsible and diversified municipal experience is recommended.
4. Five years of experience in a senior administrative position.

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Minimum Qualifications – cont'd

5. Strong organizational and communication skills and proficiency with computers and the MS Office Suite.
6. Knowledge of benefit programs and related coverages.
7. The ability to understand and execute written and verbal instructions of an advance nature and express concepts effectively and persuasively.
8. Valid Alberta Class V driver's license.

Knowledge & Skills & Personal Attributes

1. Major contacts are with colleagues. Contact with the general public occurs normally for the purpose of information exchange. Major requirements are for courtesy in contacts.
2. The Confidential Secretary/Human Resource Coordinator shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness and display an ability to follow instructions from his/her supervisors as well as relay the same to others.
3. The Confidential Secretary/Human Resource Coordinator shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities. This individual shall also demonstrate acceptable public relations skills in dealing with the public.
4. The Confidential Secretary/Human Resources Coordinator shall demonstrate decision-making skills and must work well under pressure or tight time lines.