



# Job Description

## Riondel Commission Administrative Support

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** General Manager of Community Services

**TITLE OF IMMEDIATE SUBORDINATES:** Could vary by assignment

**DEPARTMENT:** COMMUNITY SERVICES

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### SUMMARY OF POSITION:

The Riondel Commission Administrative Support provides administrative assistance and customer service in the day to day operation of the services administered by the Riondel Commission of Management including the Riondel Community Centre and associated lands, street lighting, water service, drainage, Riondel refuse transfer, and the Riondel Regional Park.

### ROLE AND RESPONSIBILITIES:

1. Receive and respond to correspondence related to the services administered by the Riondel Commission of Management. Draft correspondence to outside agencies as directed by the Chair of the Commission
2. Filing of correspondence and other documents associated with the Commission
3. Maintains the RDCK records management system as per organizational standards
4. Receive and respond to telephone enquiries from the public and other agencies with respect to RDCK services provided in Riondel. Post public notices regarding RDCK services in Riondel
5. Manage daily mail procedure including: opening, date stamping and assigning file codes. Manage confidential incoming materials with due regard given to discretion and statutory requirements
6. Prepare agendas, record and transcribe meeting minutes of the Commission as required
7. Record data with respect to the Riondel water system and forward to RDCK as required
8. Review employee time sheets and submit to the RDCK in a timely manner
9. Attend meetings and liaise with outside agencies and contractors as required
10. Financial duties including, but not limited to coding invoices, authorizing expenditures, review of monthly revenue and expenditure sheets, sale of refuse stickers, management of donations for designated community projects, calculations of power consumption and management of billing for curling rink
11. Maintain regular office hours convenient to the public
12. Meet with local clubs, organizations and volunteers with regard to their use of RDCK facilities

13. Schedule bookings for the use of RDCK facilities

14. Other duties as assigned

**REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- High school diploma or GED, or an acceptable combination of education and experience
- Three 3 years of related work experience, such as in reception or an administrative role
- Experience with word processing, spread sheets, and handling email correspondence
- Post-secondary education in an administration field would be considered an asset

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- High degree of secretarial skill and clerical aptitude
- Strong customer service orientation
- Ability to multi-task
- Superior organizational abilities
- Basic cash handling and reconciliation skills
- Ability to operate a variety of office equipment, proficiency in Microsoft Office suite of programs
- Ability to problem solve and perform tasks of some complexity under minimal direction
- High degree of diplomacy, discretion, independence and good judgement
- Ability to maintain and preserve confidentiality
- Ability to understand and carry out established accepted procedures
- Willingness to learn and adapt to change

**ACCEPTANCE:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

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Employee Name

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Employee Signature

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Date

\_\_\_\_\_

Employer Representative Name

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Employer Representative Signature

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Date