

THE CORPORATION OF THE TOWNSHIP OF WOLLASTON

BY-LAW NO. 24-2019

BEING A BY-LAW to appoint an Administrative Assistant/Tax Collector, for the Corporation of the Township of Wollaston

NOW THEREFORE The Council of the Corporation of the Township of Wollaston ENACTS AS FOLLOWS:


1. THAT **THERESA GARCIA** be and is hereby appointed as the Administrative Assistant/Tax Collector of the Corporation of the Township of Wollaston
2. THAT the duties of the Administrative Assistant/Tax Collector shall include but not limited to the following as shown in **SCHEDULE A** attached.
3. That a "Letter of Acceptance" shown as **SCHEDULE B** is hereto attached.
4. THAT any By-Law and or Resolution inconsistent with the foregoing be and is hereby repealed as it relates to those provisions.
6. THAT the provisions of the above clauses shall commence and take effect on

11th March, 2019

PASSED THIS 06TH DAY OF MAY, 2019.



Barbara Shaw, Reeve



Dylinna Brock, Clerk

THE CORPORATION OF THE
TOWNSHIP OF WOLLASTON

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT/TAX COLLECTOR
SCHEDULE A

DEPARTMENT: Administration
POSITION: Administrative Assistant/Tax Collector
REPORTS TO: Administrator
HOURS OF WORK: Full Time 35 hours per week

QUALIFICATIONS, SKILLS AND JOB KNOWLEDGE:

- Proficient in data processing including experience in a Windows operating system environment and Microsoft Office.
- General knowledge of municipal operations
- General knowledge of the Health & Safety Act.
- Excellent verbal and written communication, public relations, and conflict resolution skills
- Willingness to attend training and upgrade skills as appropriate
- Strong organizational and time management skills.
- A valid "G" Driver's Licence and transportation in order to attend off site meetings would be an asset

DUTIES:

General

- Perform receptionist duties, answer phone and counter enquiries
- Attend meetings or trainings as required
- Open mail and direct for appropriate action
- Maintain database of fire permits
- Maintain visitors center
- Maintain public display and information boards
- Maintain and update municipal website
- Maintain and update municipal face book page
- Produce and distribute monthly events flyer
- Prepare and submit building reports to the required agencies
- Issue Raffle & Lottery Licences
- Issue Community Centre permits
- Issue animal control licences
- Filing and organizing as required

Taxation

- Collect current and arrears taxes and recording of same in the appropriate permanent records, banking
- Monitor property ownership changes & address changes in taxation software and roll book, and ensure information is communicated to all appropriate agencies
- Prepare interim, final, and arrears tax notices and assist in the mailing of all notices

Planning

- Assist the Clerk with the preparing and mailing notices to landowners for Sales of Shore Road Allowance, Rezoning applications, and Minor Variance applications

Other Duties

- Once per year mail and receive Nuisance Beaver contracts with local trappers
- Provide secretarial duties for municipal committees as required
- Provide general assistance to all administration staff as required or requested
- Other duties as assigned by the Administrator