



The Township of Ryerson Job Description

Position: Administrative Intern
Reports To: CAO
Date: December 22, 2021

Position Overview

The Administrative Intern works under the supervision of the CAO and various Department Heads in providing support to all areas of municipal operations. The incumbent is required to maintain positive and productive relations with other staff members, elected officials, and the public.

Responsibilities

Finance

Under the direction of the Treasurer and working in coordination with the Administrative Assistant, the Administrative Intern will:

- Assist with the preparation of the annual capital and operating budget for the Administration, Public Works, and Fire Departments
- Research the availability of grant funding and prepare funding applications
- Receive and reconcile tax and general payments
- Process accounts payable
- Prepare and process the bi-weekly payroll
- Prepare bank deposits
- Assist with reconciliations and other tasks as required for the municipal audit
- Assist with the preparation, printing, balancing, and distributing of property tax bills and reminder notices

Land Use Planning

Working under the supervision of the Deputy Clerk/Planning Administrator, assist with all aspects of Land Use Planning administration, including but not limited to:

- Answering inquiries related to the Official Plan, Zoning By-law, and other planning-related documents and legislation
- Performing pre-consultations with applicants, developers, and agents prior to the submission of planning applications
- Preparing planning reports for Council as required

Clerical

Under direction and supervision of the Clerk, the Administrative Intern will:

- Assist with the preparation of agendas, resolutions, by-laws, staff reports, and minutes of Council and committee meetings
- Research and assist in the development, implementation, and maintenance of municipal policies and procedures
- Prepare draft by-laws
- Assist with conducting municipal and school board elections

General

In addition to performing their major duties/responsibilities, as part of a small staff complement all administrative staff are expected to work cooperatively to perform general office duties which could include the following:

- Answering the telephone and front counter enquiries
- Dealing with suppliers, consultants, and other service providers
- Reviewing and filing relevant reports
- Assisting other staff and managers with their administrative needs
- Undertaking other tasks as assigned

Required Knowledge, Skills and Abilities

- Degree or diploma in business administration or a related field
- Possess, or be willing to obtain, certification in municipal tax administration and land use planning
- One year experience in an office environment an asset
- Proficient with Microsoft Office
- Excellent oral and written communication skills
- Ability to maintain composure under stress
- Meticulous and detail-oriented
- Strong analytical and problem-solving abilities
- Eagerness to learn and develop new skills