

The Town of Windsor and the Municipality of West Hants are consolidating into one Municipal unit on April 1, 2020. This process is being led by the Co-ordinating Committee through the Co-ordinator. The Project Administrator will support the Co-ordinator and the Co-ordinating Committee in the overall administration and management of the consolidation project. This is a contract, temporary part-time position (0.6 FTE) ending March 31, 2020.

The candidate must have excellent organizational and time management skills, the ability to attend evening meetings as required, proficiency with computers and relevant compute software and experience and/or training in meeting preparation and minute taking.

A detailed job description can be found at www.strongerregion.ca.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume, with cover letter, to the attention of the undersigned, no later than Friday, February 1 at 4:30pm.

Louis Coutinho

Chief Administrative Officer, Town of Windsor

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Region of Windsor and West Hants Municipality

Project Administrator Job Description



Position Title: Project Administrator

Department/Division: Co-ordinating Committee - Regional Municipality of W/WH

Reports To: Co-ordinator

Subordinate Staff: None

Salary Range: \$24.73/hour

Classification: Temporary Part-time (0.6 FTE) – Ends March 31, 2020

Revision Date: January 2019

Position Summary: The Town of Windsor and the Municipality of West Hants are consolidating into one Municipal unit on April 1, 2020. This process is being led by the Co-ordinating Committee through the Co-ordinator. The Project Administrator will support the Co-ordinator and the Co-ordinating Committee in the overall administration and management of the consolidation project. This is a temporary part-time position with an end date of March 31, 2020.

JOB DUTIES AND RESPONSIBILITIES¹

Administrative

- Arrange meetings and prepare meeting agendas and minutes
- Attends, records and transcribes minutes of the Co-ordinating Committee meetings – attendance at evening meetings will be required
- Prepares and distributes correspondence, minutes and related materials pertaining to Co-ordinating Committee meetings
- Maintains consolidation website and administers updates as needed
- As determined by the Co-ordinator, provides administrative and general office support to Windsor and West Hants CAOs in the execution of duties related to the consolidation
- Establishes and maintains appropriate records management systems to support assigned functions.
- Assists with all FOIPOP and other document requests related to the consolidation
- Assists in the development of Request for Proposals and their ongoing management
- Performs project related research as needed

JOB CHARACTERISTICS

Work Environment

This position may deal with highly sensitive, political, stressful and confrontation situations, from time-to-time.

¹ Job descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Job descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The Co-ordinator reserves the sole and unfettered right to make changes to this job description, as required by the organization, without impact upon the employment relationship.

JOB REQUIREMENTS (KNOWLEDGE, SKILLS, EDUCATION, AND TRAINING)

Education & Experience

- Post-secondary education in related field such as business administration or project management
- Project management experience an asset
- Proven training or experience in minute taking

Knowledge, Skills, & Abilities

- Familiarity with municipal policies, by-laws and regulations
- Proficiency with computers and relevant computer software (e.g. Microsoft Office suite, website maintenance)
- Excellent organizational and time management skills
- Excellent communication skills (written, oral and interpersonal)
- Superior attention to detail and problem-solving skills
- Able to conduct project related research
- Ability to work outside normal schedule to attend meetings as required
- Ability to maintain absolute confidentiality over issues discussed in closed sessions of the Co-ordinating Committee and in all respects relating to the duties and responsibilities of the position