



**TOWN OF HALTON HILLS**  
*Working Together Working for You!*

**EMPLOYMENT OPPORTUNITY**

**ADMINISTRATIVE ASSISTANT INFRASTRUCTURE SERVICES**

**Posting No. 201010**

Reporting to the Supervisor of Administration and Customer Service, this full time position will provide administrative support for the staff and customers of the Infrastructure Services Department in a multi-faceted and varied front-line position.

**Responsibilities:**

- Manage and coordinate all customer service inquiries via telephone, counter and electronic format.
- Prepare correspondence, Council Reports, tenders and other various documents for the Infrastructure Services team.
- Schedule and assist in coordinating corporate meetings and Public Information Centre sessions and take accurate minutes when required.
- Maintain and monitor the Infrastructure Services library, technical records and the department's Management Archiving Program in accordance with the Town's by-law.
- Maintain database records and print corresponding financial reports regarding revenue and spreadsheets.
- Utilize financial software to track, monitor and print accounts for Operating Budget.
- Maintain and monitor department's petty cash, visa reconciliation, journal entries, cheque requests, invoices and requisitions on request.
- Balance and verify debit machine for departmental incoming revenue and prepare deposit report.
- Maintain and process confidential Enforcement Occurrence Reports for Property Standards, Zoning, Signs, Pools, Fences and Two-Unit Dwelling complaints in compliance with applicable corresponding by-laws.
- Administrate and process Zoning Compliance Letters into the Amanda Tracking System and maintain accurate records for responses.
- Obtain and process Request for Information (Record Search) for INF Services Building Section in conjunction with the Town's Freedom of Information regulations.
- Process advertisements, notifications and various publications for the Department.
- Update the contents of the intranet and coordinate updating of Website to establish accurate departmental information and/or services.
- Assist in the preparation and co-ordination of departmental events, such as Staff Recognition and other team building sessions.
- Other duties as assigned.

**Qualifications:**

- A 2-year post secondary diploma in a business related field, or equivalent education and experience.
- Minimum of 4 years experience in a municipal customer service environment.
- Proficiency in Microsoft Office suite package.
- Working knowledge of Amanda, Mpower 2002 and FMW software applications preferred.
- Display an aptitude for figures to consolidate various spreadsheets.
- Strong interpersonal and communication skills both verbal and written.
- Effective public relations skills with sound judgment in prioritizing assignments, multi-tasking and organizing research deadlines in a professional office environment.

- Cooperate well with others and demonstrate the ability to function efficiently under significant time and workload pressures.
- Excellent proofreading skills
- Possess a high level of confidentiality and professionalism.

**Salary Range:**

The salary range for this full time, permanent position is \$41,445 - \$49,340 per annum.

Qualified candidates may submit a detailed resume in confidence to the undersigned by **4:30 p.m., Friday, April 30, 2010**. Please quote Posting No. 201010 on your resume.

Ms. Jackie Kerr  
Manager of Human Resources  
Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills, ON L7G 5G2  
Fax: (905) 873-1431  
Email: [humanresources@haltonhills.ca](mailto:humanresources@haltonhills.ca) 48

*We thank all those who apply, but advise that only those applicants selected for an interview will be contacted.*

*Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.*

**AN EQUAL OPPORTUNITY EMPLOYER**

**EARTH DAY CELEBRATION**

**HALTON HILLS EARTH DAY  
APRIL 24th, 2010  
8:00 am to 2:00 pm**

The Town of Halton Hills is celebrating its **10th Annual Earth Day** event on **Saturday, April 24th, 2010**. The event takes place at the Robert C. Austin Operations Centre located at 11620 Trafalgar Road. The Town is offering trees to residents at a subsidized rate of \$5.00 per tree (incl. tax). Cash only please. Trees are available in limited quantities. Nine varieties of trees available; Red Maple, Alternative Leaved Dogwood, White Birch, White Spruce, Common Choke Cherry, Downy Serviceberry, Red Oak, Eastern White Pine and Black Cherry. There is a limit of four trees per household until 10:00 am.

In addition to the annual tree sale, residents will also be able to pick up compost and wood chips for FREE! Please bring along a shovel and container. A non-perishable food donation or cash donation to the Georgetown Bread Basket or Acton Foodshare is requested.

Residents can also drop off their Household Hazardous Wastes (HHW) and Electronic Wastes. Please refer to Region of Halton's website at [www.halton.ca/waste](http://www.halton.ca/waste) for acceptable and non-acceptable items. **Please note there will be NO tires collected at this event.**

Also, take time to enjoy a community barbeque. The Mayor and Councilors will be toasting waffles and barbecuing hamburgers, hotdogs and sausages for you at a low price of \$1.00.

**New this year!** Various pieces of Public Works Equipment and Vehicles will be on display, along with interactive and fun activities for children with prizes.

For further information on these events, please contact Public Works at 905-873-2601 ext. 2609, or visit our website at: [www.haltonhills.ca/earthday](http://www.haltonhills.ca/earthday). 49

1 Halton Hills Dr., Halton Hills ON L7G 5G2  
Tel.: 905-873-2601 • Fax: 905-873-2347

**Ponds... Trout Stocking**  
Rainbow, Brook & Brown Trout, Koender Windmills, Otterbine Fountains, Pond Aerators, True Blue, Bactapur, Nets and much more...

**Silver Creek Aquaculture**

519-833-2559 • ERIN, ON  
for great pond information visit [www.silvercreekponds.com](http://www.silvercreekponds.com)



**SURPRISE OPEN HOUSE**

**80th BIRTHDAY PARTY**  
for

**Doug Bryant**  
Sunday April 25th  
2 - 4 pm

**St. Alban's Church Hall**  
537 Main St., Glen Williams

*Best wishes only.*

**4 Generations of Halton Hills Families enjoy their FREEDOM because of our local VETERANS**



*You are invited to pay tribute to their sacrifices & achievements both at home & overseas*

**Thurs. May 6th, 2010**

**Our Silent Walk begins at 6:30 p.m. at the**

**Legion Br. 120, Georgetown**  
127 Mill St., Georgetown

*Come & shake a veteran's hand. Thank them for your freedom.*

*Candles will be available at the site for \$5.00.*

**Acton Seniors Centre needs help with spring refreshing**

By **JULIE CONROY**  
*Acton Seniors Centre*

I am sorry to report that the trip to the British Isles show had to be cancelled. Hopefully we can arrange a joint trip with the Legion again next year. It worked out really well last year.

If you have your name down for the Mohawk trip in June please pay as soon as possible as I have already sent a deposit cheque to confirm our visit.

We also need the money in for the Acton and Georgetown Blue Springs Fun Golf Game on Wednesday, May 19. There are tickets at both the Acton and Georgetown Seniors Centre.

On Tuesday, April 27 there will be a representative from Shoppers Drug Mart talking about skin care for the mature skin. This should be of interest to many people.

Now the weather is warmer we are all starting to look at the gardens and see what needs replenishing and painting. We have two cedar benches in our little courtyard that are sadly in need of freshening up. They need sanding and a coat of stain. Is there a member out there that would be willing to donate the

time and energy for this chore? Dobbie, our property chairperson tells me he doesn't "do" painting. He is also a one-man committee, and would like someone to help him on occasions. If you are interested, please leave a message for him at the Centre, 519-853-5951.

Good news! We heard two weeks ago that our Horizons Grant request has been accepted and received the cheque on Friday. Now we can order the much-needed chairs and tables to replace the ones that have stood us in good stead for the past 10 years, but are starting to break and fall apart. Hopefully you will see the new ones at the Centre shortly.

The Acton Seniors Centre will be working with the Kinettes at the Community Brunch at the end of May. If you would like to help, please give Bev a call. Unable to help? Bring your friends and families and enjoy the Brunch. We get part of the proceeds. It's a real community event, and some people go every month, meeting with old friends and making new ones.

Bonnie Townsley was the happy winner of \$497 when her name was pulled on Friday. Congratulations Bonnie.

**Churches & Temples**

**Georgetown Alliance Church**

**Sunday Services\* at 9:00 & 11:00 am**  
*\*A Nursery & Junior Worship are offered during both services*  
290 Main St. (S. of Maple)  
905-873-0249  
[www.togetheratgac.com](http://www.togetheratgac.com)



**KNOX PRESBYTERIAN CHURCH**

*God's Word for Today's World.*  
[www.knoxgeorgetown.ca](http://www.knoxgeorgetown.ca)

**REV. DR. JAMES COOPER**  
116 Main St. S., Georgetown, ON  
905-877-7585

Chair-lift access available.  
'Sunday's Cool' youth ministry program for ages 4 & up.  
**Service Dial-in: 905-702-1629**

**SUNDAY WORSHIP SERVICES: 11:00 A.M.**

**GEORGETOWN CHRISTIAN REFORMED CHURCH**

welcomes you!

Lead Pastor: Rev. Gary vanLeeuwen Youth Pastor: Brian DeBoer  
**Sunday Worship Services: 10:00 am & 6:00 pm**  
11611 Trafalgar Road (north of Maple Avenue) **905-877-4322**  
[www.gcrc.on.ca](http://www.gcrc.on.ca)



Join us **Sundays @ 9:30AM** for a complimentary coffee & light breakfast item. **10:00AM Sunday Worship**, Nursery & Kids Programs  
Lead Pastor: David Tapley  
13619 Hwy 7 West Tel. 905-873-9652  
[www.gcfchurch.ca](http://www.gcfchurch.ca)

**St. John's Anglican Church, Stewarttown est. 1834**

Trafalgar Road and 15th Sideroad -  
The Friendly Little White Church on the Hill  
**All are Welcome to Sunday Service: 10:00 am**

**Interim Priest in Charge: Rev. Canon Terry DeForest**  
Church Office: 905-873-0235



**SUNDAY SERVICES**

- Lord's Supper 10 A.M. • Ministry Meeting 11:00 A.M.
- Fellowship Lunch 12:00 P.M. • Ministry Meeting 1:00 P.M.

**Meeting In: Georgetown Seniors Centre**  
Address: 318 Guelph Street

Phone: 905-873-1005 Website: [www.haltonhillsbiblechapel.com](http://www.haltonhillsbiblechapel.com)