



Staff Report HR2022-003

Title of Report: HR2022-003 – Administrative, Finance and By-Law Assistant
Department: Human Resources
Council Date: February 2, 2022

Recommendation:

Be it resolved that Council receive staff report HR2022-003 for information.

Background:

The Administrative, Finance, By-Law Assistant is the first point of contact for front counter/reception duties, answering phones, taking payments and tax collections, and opening/distribution of mail. Responsible for performing accounts receivable duties in relation to animal licensing, facility scheduling, cash receipts and other miscellaneous cash receipts. Support general administrative responsibilities related to receiving, tracking, documenting and reporting on By-law Enforcement complaints related to Property Standards, Noise, Zoning, Fire, Canine Control, etc. compliance.

At the December 1, 2021 Council Meeting the following resolution was passed adding an Administrative, Finance and By-Law Assistant position to the administration office for 2022.

Moved By Councillor Sherson **Seconded By** Councillor Shipston

Be it resolved that Council receive Staff Report HR2021-031 for information; and
That Council receive the presentation as included in the report from the HR Coordinator; and

That Council approve adding the Administrative, Finance & By-Law Assistant in the 2022 budget; and

That Council approve changes to the Finance Assistant – Revenues job description; and

That Council approve the changes to the Building & By-Law Administrative Assistant job description.

Carried No 2021-722

Staff Comments:

The position was posted internally and externally on December 8, 2021 with a closing date of December 22, 2021. 21 resumes were received and reviewed, including one (1) internal candidate. Virtual interviews took place December 23 and 24. Charli Hodges was the chosen candidate and began in her new role on January 4, 2022.

Financial Implications:

There are no financial implications associated with this report as this position has been approved in the 2022 budget.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

Staff are pleased to welcome Charli into her new role as Administrative, Finance and By-Law Assistant.

Respectfully Submitted,

HR Approval: *Original Signed By*
Kayla Best, HR Coordinator

Dept. Head Approval: *Original Signed By*
Bev Fisher, CBO

Dept. Head Approval: *Original Signed By*
William Gott, Treasurer

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments: