

MEETINGS OF COUNCIL

Tuesday, October 8th, 2019

7:00 p.m Council

Followed by: Committee of the Whole

Carleton Place Public Library Extends Hours!

The library is pleased to announce expanded library hours:
Monday to Thursday – 10:30am to 8pm
Friday and Saturday - 10am to 5:30pm

Find out more at www.carletonplacelibrary.ca

Employment Opportunity – By-law Administrative Clerk

The Town of Carleton Place is seeking an individual for a one (1) year contract By-law Administrative Clerk position.

A detailed job description for this position can be accessed at www.carletonplace.ca

Interested applicants are invited to submit an application in confidence by 11:00 AM Thursday, October 10th, 2019 quoting "By-law Administrative Clerk", Attention Human Resources by:

Mail: Town of Carleton Place
Attn: Human Resources
175 Bridge Street
Carleton Place, ON K7C 2V8

Email: hr@carletonplace.ca
Facsimile: 613 257 8170

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

Employment Opportunity - Part-time Office Assistant Child Care Services Department

Position Summary and Scope:

Aiding the Office Administrator in the day to day organization, maintenance and management of the fee system including, billings, charges, preauthorized payments, record keeping, utilizing fee software such as SMART system and Camp Brain software for the school age services. Maintaining records for children and staff following guidelines to meet requirements from various outside agencies.

SUMMARY OF DUTIES:

- 1 Aiding with maintaining the day to day administration of the fee system with guidance/supervision from the Office Administrator.
- 2 Communicating in a timely manner to the Director or to the Office Administrator any concerns regarding fees, families, or the facility.
- 3 Recording of accounts payable on a weekly basis.
- 4 Recording and managing the Centre's petty cash
- 5 Maintaining and securing all relevant documentation and records as legislated.
- 6 Recording and maintaining the keyless entry system utilized by staff and parents/caregivers for the Childcare Services buildings.

QUALIFICATIONS

- 1 Minimum 1-year college certificate in Office Administration, accounting, bookkeeping.
- 2 A minimum of one (1) year experience in accounting, finance and/or office administration.
- 3 Strong computer skills, including knowledge of Microsoft Office software, utilizing fee software such as SMART system and Camp Brain software for the school age services.
- 4 Good verbal and written communication skills.
- 5 The ability to exercise good judgement in decision making.
- 6 Possess and maintain a valid Ontario Class "G" Drivers' license.

The 2019 salary range for this position is \$16.96 to \$19.46 per hour following pay grid PC. The position will work 14 hours per week, schedule to be determined with successful candidate. For a detailed job description, check out our website at www.carletonplace.ca Interested applicants are invited to submit an application in confidence by 12:00 PM Wednesday, October 2, 2019 quoting "Part time Office Assistant Child Care" Attention Human Resources by:

Mail: Town of Carleton Place
Attn: Human Resources
175 Bridge Street
Carleton Place, ON K7C 2V8

Email: hr@carletonplace.ca
Facsimile: 613 257 8170

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Employment Opportunity – Carleton Place Public Pool

The Town of Carleton Place is seeking to fill the following pool positions:

- Cashier
- Instructor
- Lifeguard

Detailed job descriptions including rates of pay for these positions can be accessed at www.carletonplace.ca

Interested applicants are invited to apply in confidence by 11:00 AM Thursday, October 3, 2019 quoting the pool position by:

Mail: Town of Carleton Place
Attn: Human Resources
175 Bridge Street
Carleton Place, ON K7C 2V8
Email: hr@carletonplace.ca
Facsimile: 613 257 8170

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.