



## **Emergency Management & Administrative Support Clerk**

### **Community Services Department**

### **Temporary Full-Time**

(Up to Six (6) Months)

#### **The Opportunity**

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

#### **The Portfolio**

Reporting to the Director of Community Services, the Emergency Management and Administrative Support Clerk provides comprehensive administrative, research, documentation, and operational support to the Community Services Department, including the Facilities, Parks, and Recreation divisions. This position plays a key role in the development, maintenance, and continuous improvement of departmental policies, procedures, business processes, and operational documentation, while supporting effective day-to-day departmental operations. This position also provides support to the Emergency Management Program through the preparation and maintenance of program documentation, coordination of training and administrative activities, and support for the Public Education Program in collaboration with internal teams and community partners.

#### **The Candidate**

The ideal candidate will possess a degree or diploma in Business Administration, Office Administration, Public Administration, or a related discipline, along with a minimum of one (1) year of administrative or office support experience, preferably within a municipal or public sector environment. Experience in researching, developing, and maintaining policies, procedures, reports, and technical documentation will be considered a strong asset. The successful candidate will demonstrate exceptional written communication, organizational, analytical, and research skills, with the ability to prepare clear and professional business documents while effectively managing competing priorities and deadlines. The successful candidate will be a proactive, service-oriented professional who demonstrates initiative, embraces continuous improvement, and provides high-quality administrative and operational support.

## Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an hourly range of **\$24.52 (2026 Rates)**.

The Town of Grimsby is a progressive employer committed to supporting employees' work-life balance while also fulfilling business goals and providing a high-performance work environment. The Town also supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees.

## Employee Perks

At the Town of Grimsby, we invest in our people and provide a workplace that fosters growth, well-being, and work-life balance. Our employees are at the heart of everything we do, and we are proud to offer a supportive and rewarding environment with benefits that go beyond the basics:

- ✔ Complimentary access to recreation facilities, including the fitness centre
- ✔ Three personal float days each year for flexibility and balance
- ✔ Corporate training and career development programs to support lifelong learning
- ✔ A collaborative, inclusive workplace that values innovation and service excellence
- ✔ Opportunities to engage with the community and make a meaningful impact
- ✔ Employee recognition programs that celebrate achievements and contributions
- ✔ A secure pension plan to support long-term financial well-being

**More than a job. A place to grow, belong, and thrive.**

## How to Apply

If you are excited by this opportunity, we are excited to hear from you!

We invite you to submit your application to [hr@grimsby.ca](mailto:hr@grimsby.ca), by **August 20, 2026**. Please quote the posting number in the subject line. A full job description can be found below.

## Posting #: 45-2026

*We thank all applicants for their interest, however only those selected for an interview will be contacted.*

*Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources ([hr@grimsby.ca](mailto:hr@grimsby.ca)) to make appropriate arrangements.*

*The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.*

*Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.*



## **JOB POSTING**

# **Emergency Management & Administrative Support Clerk**

Community Services Department

### **1. Emergency Management Program Support (45%)**

- Support the administration of the Emergency Management Program, including updating documentation, process and procedures for approval by the leadership team
- Support the staff training and administration of the Emergency Management Program
- Support the Public Education program for Emergency Management through the preparation of materials, actioning a communications plan and hosting information booths
- Provides general administrative support for meetings, minutes, updating contact information and maintaining the program documentation
- Update website materials and various communications with other groups
- Attend the EOC if activated in the role assigned
- Assist with data collection, tracking and reporting using Microsoft Excel and other software applications.

### **2. Procedure, Policy & Business Process Support (45%)**

- Develop, update and maintain departmental standard operating procedures (SOPs), policies, guidelines and other operational documentation under the direction of the Director and Managers.
- Prepare clear, well-organized written documentation for internal processes and business practices.
- Research municipal best practices, benchmark programs and services across municipalities, and compile findings to support departmental decision-making.
- Assist in documenting business processes, workflows and system procedures for existing and future technology solutions.
- Recommend improvements to documentation, business processes and administrative practices as needed.
- Supports the maintenance of departmental documentation repositories to ensure information is current and accessible.
- Support continuous improvement initiatives through research, documentation and process mapping.

### **3. General Administration Support (10%)**

- Provides general administrative support including the processing of purchase orders, invoices and related financial documentation in accordance with corporate procedures.
- Provide customer service by responding to inquiries from staff, residents and external stakeholders.
- Prepare correspondence, reports, presentations and meeting materials.
- Schedule meetings and maintain departmental records and filing systems.
- Assist with data collection, tracking and reporting using Microsoft Excel and other software applications.

- Assist with special projects and administrative projects in alignment with the department goals.

**The successful candidate will possess the following:**

**Education**

- Degree or diploma in Business Administration, Office Administration, Public Administration or a related discipline.

**License, Registration and Training**

- Valid and unrestricted Class “G” Driver’s License.

**Experience**

- One (1) year of administrative or office support experience, preferably within a municipal or public sector environment.
- Experience researching, preparing policies, procedures or technical documentation would be considered a strong asset.

**Knowledge/Skills/Abilities**

- Exceptional written communication skills with demonstrated ability to prepare professional procedures, policies, reports and business documentation.
- Strong organizational and time management skills with the ability to manage multiple priorities and deadlines.
- Excellent attention to detail and accuracy.
- Strong analytical and research skills.
- Ability to work independently while collaborating effectively with director, managers and colleagues.
- Strong customer service and interpersonal skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Demonstrated initiative and commitment to continuous improvement.
- Advanced proficiency in Microsoft Office.
- Experience creating professional documents and templates.
- Knowledge of emergency planning and municipal operations is considered an asset.

A combination of education, training, and experience may be considered.