

LANARK COUNTY

**TEMPORARY FULL TIME
CLERICAL ASSISTANT - ENVIRONMENTAL
(Posting No. PW2024-014)**

MANDATE:

Provide clerical support to assist with developing and implementing Action Plans (i.e. Climate Action and/or Vegetation Management). As well as, conducting research, writing, and preparing reports. Assist with presentations and public communications. Assist with public education and awareness campaigns, public outreach / engagement, and organizing public events / information sessions.

QUALIFICATIONS:

Minimum 2-year college diploma in Environmental Science or equivalent. Other examples include biology, or environmental technology. 1 - 2 years related experience. This position requires good communication and organizational skills. Knowledge that would be considered an asset; weed and tree identification; training or experience in weed/brush control; integrated pesticide or integrated vegetation management (IPM or IVM); Public Works Exterminator License and/or Public Works IPM Certification. Proficiency in office software such as Microsoft programs, GIS and GPS or similar software.

Must possess a valid "G" or "G2" Ontario Drivers' License and satisfactory driving record.

This position is evaluated at Level 4 (\$25.05 to \$28.84) per hour of the 2024 OPSEU Salary Grid. 35 hours weekly.

The Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal and you meet the position qualifications outlined above, we look forward to receiving a detailed résumé **no later than Monday, August 5th, 2024**, to Lanark County Administration Building, Human Resources, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #:613-267-2539; **email: pwjobs@lanarkcounty.ca**

When emailing your application, please ensure your cover letter, résumé and any other related documents are submitted in one file preferably MSWord (.doc or .docx) or Adobe (.pdf). Email subject line should include your "name" and job posting number "PW2024-014" (example: Jane/John Doe PW2024-014).

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Note: Personal information collected from applications is collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.