



LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 0N1

■ Tel: 613-394-4829 ■ Fax: 613-394-5226 ■ Website: www.ltc.on.ca ■ Email: information@ltc.on.ca

Registered Charitable Organization No. 107646598RR0001

Administrative and Client Services Technician

Job Description

20-month maternity leave backfill contract starting approximately November 2, 2026

GENERAL DESCRIPTION:

This is a fixed term contract of 20 months to backfill a maternity leave. The Administrative and Client Services Technician reports to the Manager, Corporate Services and Water Resources. The employee is responsible to provide technical administrative and client service support for the Planning and Regulations, and Corporate Services and Water Resources departments. The Technician is shared amongst these departments and assigned work activities that will require flexibility in work plans and priorities.

KEY DUTIES:

1. Gather and organize relevant background data/information and research for planning and regulations inquiries and applications.
2. Coordinate pre-consultation work with proponents and staff to ensure complete applications.
3. Assist with issuing invoices and accepts/receipts of payments.
4. Assist in the duties pertaining to records information management; including, scanning, organizing, filing, storing, and the process for destruction of paper and electronic records.
5. Assist with organization of photos and images, including; naming conventions, metadata, and indexing required to comply with the Information Management Classification and Retention Policy.
6. Provide front-line assistance and front-counter back up; including responding to general inquiries, redirecting calls, emails, and post mail, and greeting clients and deliveries.
7. Assist in development of LTC website improvements, updating and reporting requirements.
8. Input data and information from various sources into specified worksheets, databases and software.
9. Develop procedures, manuals, forms and templates.
10. Conduct and compile research data, statistics and other information as required.
11. Undertake other related duties as assigned.

QUALIFICATIONS:

- College diploma or degree in office/business administration, planning, resource management, geography, environmental science, or closely related/similar field. An equivalent combination of education and experience may be deemed acceptable by the Employer.
- Minimum 1 year working experience in an administrative role that supported several programs.
- Intermediate to advanced administrative skills, including file management systems, databases and procedures.
- Demonstrated professional and business communication skills (both verbal and written).
- Above average computer skills and Microsoft Office 365 applications (e.g. Word, Excel, PowerPoint, SharePoint), and use of digital mapping software.
- Exceptional level of customer/client service delivery and a positive work attitude.
- Strong organizational skills, time management skills and attention to details and accuracy.
- Experience in use of judgement and discretion in dealing with sensitive and confidential matters.
- Critical thinking and problem-solving capabilities to ensure independent work habits.
- Demonstrated ability to work independently and in a team environment.
- Demonstrated ability to meet tight deadlines with multiple competing workload pressures.
- Understanding of physical geography and natural hazard management (flooding, erosion, shoreline) is an asset.
- Experience with interpretation and application of policy and legislation. Familiarity with the *Conservation Authorities Act* and associated Section 28 Regulations is an asset.
- Experience with Geographic Information Systems (GIS) is beneficial. (i.e. basic knowledge of GIS software products including ArcMap, ArcReader).
- Knowledge and demonstrated experience in social media and website development is an asset.
- Ability to stand, sit, walk for long periods of time and lift, carry or otherwise move (~22 kg).
- Hold a valid provincial driver's license in good standing.

CONDITIONS OF EMPLOYMENT:

- 40 hours/week ▪ Annual Salary Range \$63,114.80 to \$73,166.94
- This position is a 20-month maternity leave backfill contract starting approximately November 2, 2026

COME WORK WITH US!

- *We offer competitive wages and are members of the Ontario Municipal Employees Retirement System (OMERS) pension fund.*

- *Flexible work arrangement is available for most positions.*
- *You will work with staff that are creative, talented and solutions-focused.*
- *We are dedicated to fostering a diverse, inclusive and equitable work environment.*
- *We are located close to the city centres of Kingston, Peterborough and Belleville; and approximately 2 hours driving distance from the Greater Toronto Area.*
- *We value the professional development and wellness of our employees.*
- *You'll have free access to most of the province's conservation areas.*

HOW TO APPLY:

Email your cover letter and resume clearly marked "Administrative and Client Services Technician" by Friday October 2, 2026 at 4:30pm to:

Email: information@LTC.on.ca

Attention: Chitra Gowda, Manager, Corporate Services and Water Resources

We thank all applicants for their interest; however, only candidates under consideration will be contacted.

Lower Trent Conservation is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*. Lower Trent Conservation will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities.

Personal information provided is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*.

Lower Trent Conservation does not use artificial intelligence to screen or assess candidates.