



City of Niagara Falls **POSITION VACANCY**

Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!

Call Number:	2025 - 28
Position:	RCF Administrator
Type of Vacancy:	Permanent
Work Schedule:	Monday to Friday, 8:30 am to 4:30 pm Occasional evenings and weekends (35 hours per week)
Location:	MacBain Community Centre (7150 Montrose Road)
Salary/Wage Range:	\$65,213 to \$81,517 per year plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	April 28, 2025
Closing Date:	May 16, 2025 at 4:00 pm

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume to www.niagarafalls.ca/jobs Applications must be submitted online and will be accepted until **4:00 pm on May 16, 2025.**

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS POSITION DESCRIPTION

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: RCF Administrator

POSITION SUMMARY: Coordinates the delivery of high-quality customer service and is responsible for administrative and financial support functions.

DIVISION / DEPARTMENT: Recreation, Culture and Facilities (RCF)

RESPONSIBLE TO: General Manager of Recreation, Culture and Facilities

SUPERVISES: N/A

RESPONSIBLE FOR:

1. Investigate and resolve external and internal inquiries including recording of public requests, referrals, delivery, and customer follow-up on behalf of the General Manager and Managers. Ensure that customer service issues are dealt with in a timely and appropriate manner based on best practices.
2. Coordinate and assist in the preparation of departmental Capital and Operating budgets as well as monitoring the annual budgets and expenditures. Including variance reporting.
3. Perform routine administrative functions such as maintaining files, scheduling of appointments, timekeeping and all general clerical duties. Provide administrative support for Council and Committees of Council meetings.
4. Complete purchase card summaries, payment vouchers and other applicable forms. Ensure that agreements and vendor contracts, etc. are being tracked and invoiced.
5. Research and coordinate information for grant applications.
6. Assist with inputting of payroll and coordination of staff schedules.
7. Assists with special projects, co-ordinates participation at conferences, training courses and conventions.
8. Create and provide financial and statistical reports for departmental programs including registration numbers, evaluations, surveys and other key performance indicators.
9. Develop and revise facility administrative procedures which reflect the corporate policies.
10. Provide administrative support, training and coordination for iCompass, ActiveNet and Cartegraph as required.
11. Receive, input and coordinate city special event requests and meetings.
12. Update departmental website pages.
13. Assist with acquiring and maintaining sponsor opportunities for the MacBain Community Centre and other Recreation and Culture facilities, programs, and events.
14. Act as a backup for Community Development Coordinators.
15. Perform other duties as assigned.

POSITION REQUIREMENTS:

- Minimum college Diploma in Business Administration, Finance or related field.
- At least three (3) years administrative and finance experience preferably in a recreation or related environment.
- Advanced computer skills in word processing, spreadsheet and database as well as computer applications related to the department's work activities
- Demonstrated analysis and financial administration skills which includes principles and practices of accounting and auditing, governmental financial reporting standards and regulations.