EXECUTIVE ASSISTANT
(TO MAYOR & CAO)

Regular, Full-Time Exempt Position

Competitive Salary + Benefits Package

1. FUNCTION

This position provides complex, confidential administrative support to the Chief Administrative Officer and the Mayor. The work includes: organizing and scheduling meetings; preparing various correspondence for the Mayor’s signature; preparing agendas and minutes for Committee Meetings; planning and organizing municipal initiated events and celebrations; and overseeing and participating in special functions and projects. The incumbent must have excellent verbal and written communication skills and a high level of tact, discretion, judgement and professionalism. The position requires a highly organized individual who can set priorities, maintain confidentiality and meet deadlines. Sound knowledge of civic matters, protocols and procedures is required.

2. DUTIES AND RESPONSIBILITIES

a) Arrange appointments and meetings for the Mayor, Councillors and Chief Administrative Officer and review and maintain a weekly appointment calendar for the Mayor. Supply necessary background information as required.

b) Receive all manner of requests, queries and complaints; refer matters to the Mayor and Chief Administrative Officer which require their personal attention; provide background information or take appropriate action without reference to the Mayor or Chief Administrative Officer.

c) Liaise with other staff and external contacts while dealing with confidential matters with tact and discretion.

d) Answer incoming telephone calls, handle front counter inquiries and receive all incoming mail for the Administration Department and follow up as required or directed by the Chief Administrative Officer.

e) Compose and prepare correspondence including letters, reports, speeches, formal greetings and press releases for the Mayor and Chief Administrative Officer.

f) Develop and maintain an effective system of diarizing and bringing forward any reoccurring or outstanding matters involving the Mayor and Chief Administrative Officer.

g) Prepare agendas and attend regular Committee of the Whole meetings and other Committee meetings for the purpose of taking minutes. Provide relief for the Corporate Officer for Council Meeting agendas and minutes, as required.

h) Responsible for protocol procedures (e.g. flag raising, dealing with dignitaries, etc.).

i) Arrange travel and hotel accommodations and payment for same and track / organize convention registration for Mayor, Councillors and Chief Administrative Officer. Process expense claims.

j) Organize and administer municipal functions, receptions, celebrations and other public relations duties. Attend Sidney Event Advisory Group (SEAG) on behalf of the Town.
k) Assist in preparing and monitoring the Departmental budgets (Legislative / Council and Administration).
l) Researches data for reports and independently prepares routine correspondence when required.
m) Assist with administrative duties related to Human Resources function, as required.
n) Assist with the administration of municipal elections, referendums, etc.
o) Perform other related duties as assigned by the Mayor and Chief Administrative Officer.

3. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
   a) Considerable working knowledge of Business English and office practices and procedures.
   b) Sound knowledge of local government, its business processes and legislative requirements (Community Charter, Local Government Act and Freedom of Information and Protection of Privacy Act).
   c) Appreciation of the sensitivity of political issues affecting the Municipality when dealing with internal and external clients, including Council, the media, and the public; ability to maintain confidentiality in all matters of a sensitive, political or controversial nature.
   d) Excellent verbal and written communications skills.
   e) Ability to work independently in completing tasks and meeting deadlines, establish priorities effectively, and to initiate necessary tasks without guidance.
   f) Ability to exercise discretion and maintain confidentiality.
   g) Ability to establish and maintain effective working relationships with elected officials, outside agencies, other employees and the public.
   h) Ability to plan, coordinate and implement special events.
   i) Strong computer skills in the use of word processing, spreadsheet and presentation software (i.e. MS Office suite).

4. TRAINING AND EXPERIENCE
   a) Completion of Grade 12, supplemented by successful completion of an office administration program. Business writing courses are strongly recommended.
   b) Minimum of 5 years of general office administration experience, preferably in a local government environment.
   c) Minimum of 2 years in a senior level administrative role providing direct support to an executive, public official or government agency.

SUBMIT TO: Administration Department

CLOSING DATE: 4:00pm, Monday, June 28, 2021