

EXECUTIVE ASSISTANT

JOB DESCRIPTION

Job Title: Executive Assistant

Reports To: CAO and Clerk

Employment Status: Permanent Full-time

Band: 6

Annual Salary: \$50,000 to \$66,000 with Benefits and Defined Pension Plan

Hours of Work: 35 hours per week, Monday to Friday (evening meetings as required)

Work Location: Manitouwadge, Ontario

Position Summary: Reporting to the CAO and Clerk, the Executive Assistant will perform a wide variety of complex clerical duties requiring a high level of confidentiality, initiative, independent judgment and extensive working knowledge of municipal administrative procedures. The Executive Assistant will have daily interactions with the public (residents, businesses and organizations), other municipalities, municipal departments, and Council. In addition, the successful incumbent will manage the day-to-day activities/communications on the municipal website and social media platforms.

Responsibilities:

- Provide general office support including clerical duties, e.g. maintain departmental files; prepare correspondence and public notices as required;
- Monthly municipal newsletter preparation and distribution;
- Respond to inquiries in the Administration Department from residents, businesses, organizations and other levels of government/agencies; direct calls to the appropriate department;
- Schedule appointments, maintain calendar and arrange meetings on behalf of the CAO;
- Maintain Council meeting schedule and calendar of the Mayor;
- Prepare travel arrangements, make reservations for the Mayor, Councillors, CAO and staff when attending conferences or training;
- Provide assistance with meeting preparations, report preparation and research material for the Administration Department;
- Prepare correspondence, reports and materials related to Council/Committee/Board meeting(s), as required;
- Assist with records management and Freedom of Information requests in the Clerk's Department;
- Assist with Licensing functions within the Clerk's Department;
- Administrative support to the Joint Health and Safety Committee;
- Administrative support to the Labour Management Committee.;
- Administer, monitor and manage the Municipality's website and social media platforms;

- Assist with the coordination of Municipal Elections;
- Coordinate with and assist the Clerk in performing the statutory duties of the Clerk in their absence, e.g. meeting agendas, meeting resolutions and meeting minutes;
- Take on special projects as assigned by the CAO or Clerk;
- Present a positive and professional image of the Municipality and the Administration Department to all visitors, staff, Council and the public;
- Other duties shall be assigned as required.

Skills:

- Demonstrated organizational and interpersonal skills;
- Ability to prioritize and organize workload;
- Ability to work with the public in an effective and courteous manner;
- Ability to work under pressure, attentive to both accuracy and detail;
- Ability to work independently on complex tasks and compose effective and accurate correspondence;
- Excellent communication skills and ability to problem solve.