



JOB DESCRIPTION

| JOB INFORMATION | |
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| Position: | Temporary Senior Executive Assistant |
| Reports To: | Director, Strategic, Administrative & Financial Services |
| Position Type: | <input type="checkbox"/> Full Time Permanent (35 hours) <input type="checkbox"/> Full Time Permanent (40 hours) <input type="checkbox"/> Part Time Casual <input type="checkbox"/> Part Time Permanent <input checked="" type="checkbox"/> Full Time Limited Term (including FT Summer Students) <input type="checkbox"/> Part Time Limited Term (including PT Summer Students) |
| JOB SUMMARY | |
| <p>As a Senior Executive Assistant reporting to the Director, Strategic, Administrative & Financial Services, you will play a crucial role in supporting the administrative functions of the senior leadership team, and will perform some administrative duties for Council. Your responsibilities will include managing calendars, scheduling meetings, handling correspondence, and coordinating travel arrangements.</p> <p>You will also assist with expense management, maintain key organizational documents, and provide support for various projects and initiatives. Your role is essential in ensuring the smooth operation of the leadership team for the Town and facilitating effective communication and collaboration across municipal departments.</p> | |
| ESSENTIAL FUNCTIONS | |
| Description of the Function | |
| <p><u>Calendar and Email Management for Senior Leadership and Council</u></p> <ul style="list-style-type: none"> • Book meetings, ensuring availability of participants and capturing relevant meeting location, information and circulating material, as directed. • Assist with managing calendar efficiency to ensure Senior Leaders can manage workload and priorities, as requested. • Ensure reoccurring meeting appointments are scheduled on an on-going basis, such as but not limited to the CORE SLT Leaders meetings, 1:1 meeting as requested, Council debrief meetings for leadership etc. • Maintain the annual SLT calendar for vacations, key events, conferences etc. to ensure proper coverage, and ensure appropriate acting assignments for leadership are communicated consistently. • Maintain the Key Dates calendar for the Senior Leadership, which would include items such as Quarterly Report meetings, annual budget development key dates (budget review, quarterly meetings etc.) | |
| <p><u>Monthly Expense Claims – Visa reconciliation, expense, and mileage claim submissions</u></p> <ul style="list-style-type: none"> • Compile and complete all senior leadership expenses claims, as requested, in a timely manner. Obtain approval and submit to accounting for processing. • Compile and complete Council expenses, as provided. Obtain approval and submit to accounting for processing • Process ReQlogic expenses to the appropriate Cost Centre for the senior leadership and Council, as required. • At the Mayor's or Councillors' request/approval, enter Council per diem information ensuring timely and accurate reports are submitted to payroll for processing | |

Vacation and Time Approval

- Process time approval requests for senior leadership, conveying any conflicting requests for resolution
- Process time sheets and vacation requests for other teams, as requested
- Document senior leadership vacation requests in the SLT Calendar
- Prepare long weekend and holiday On-Call Schedules and disseminate to leadership

Correspondence

- Drafting of staff communications such as the CAO Bulletin, the SAFS Update and Shout Outs, and others as requested
- File incoming correspondence appropriately into M-Files
- On request, draft responses to emails or outgoing messages from Senior Leadership
- Provide support with drafting correspondence, as requested

Hotel, Travel and Conference Support

- Booking of conferences, hotel and travel arrangements for senior leadership and council, as directed
- Maintain a preferred hotel listing which is to be regularly updated with feedback provided by staff and council. Ensure the preferred list is available for all Town employees to utilize.
- Prepare fulsome materials required for conferences which includes required materials, details of hotels, and any recommended travel information

Safety

- Participate in the Town's Health & Safety Program and follow all workplace procedures
- Organize monthly safety training moments for the SAFS department meeting
- Work in compliance with the Occupational Health and Safety Act, plus other applicable codes

COMPETENCIES

- **Strategic Thinking:** Ability to anticipate the needs of the leadership team and proactively manage tasks.
- **Communication Skills:** Excellent oral and written communication skills to effectively interact with various stakeholders
- **Organizational Skills:** Strong organizational and multi-tasking abilities to manage multiple priorities simultaneously
- **Technical Proficiency:** Proficiency with Microsoft Office tools such as Word, Excel, PowerPoint, Teams, Outlook, SharePoint and OneNote

REQUIREMENTS, EXPERIENCE, AND EDUCATION

- Completion of a Two-year Office or Business Administration Diploma is required
- Minimum 5 years administrative experience
- Experience in a municipal government environment is preferred
- Exposure and knowledge of policy creation and governance is preferred
- This is a Safety Sensitive position
- This is an Essential Service position
- This position will require an acceptable Criminal Record Check and Driver's Abstract