



JOB DESCRIPTION

JOB INFORMATION	
Position:	Senior Executive Assistant
Reports To:	Director, Strategic, Administrative & Financial Services
Position Type:	☒ Full Time Permanent (35 hours) ☐ Full Time Permanent (40 hours) ☐ Part Time Casual ☐ Part Time Permanent ☐ Full Time Limited Term (including FT Summer Students) ☐ Part Time Limited Term (including PT Summer Students)

JOB SUMMARY
As the Senior Executive Assistant reporting to the Director, Strategic, Administrative & Financial Services, this role serves as a strategic extension of the Director of Strategic, Administrative & Financial Services and a key contributor to the effectiveness of the Senior Leadership Team. Through proactive coordination, sound judgment, and a strong understanding of organizational priorities, the position supports the Director and senior leaders in advancing departmental and corporate objectives while ensuring timely, professional, and well-coordinated administrative support. The position enables the Senior Leadership Team to focus on strategic decision-making by managing complex calendars, coordinating meetings and materials, preparing correspondence, supporting expense and travel processes, maintaining key organizational documents, and assisting with initiatives that strengthen communication, alignment, and collaboration across municipal departments and with Council.

ESSENTIAL FUNCTIONS
Description of the Function <u>Calendar and Email Management for Senior Leadership and Council</u> • 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, SAFS Leadership Team Meetings, Budget Meetings, Department Meetings, Council debrief meetings for Senior Leadership, etc. • Maintain the annual SLT calendar for vacations, key events, conferences etc. to ensure proper coverage, and ensure appropriate acting assignments for Senior 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.). • Consistently review and respond to emails on behalf of Senior Leadership, which may include normal day to day business, along with pre-drafting strategic responses for review. <u>Meeting Preparation</u> • Prepare and assemble fulsome materials required in advance of strategic meetings. • Ensuring appropriate time is set aside for the Director to prepare for key meetings and long-term planning. • Coordinate all logistics for strategic external meetings with CAO and/or Director, as needed.

Monthly Expense Claims – Visa reconciliation, expense, and mileage claim submissions

- Compile and complete the CAO's and Director's expenses claims in a timely manner. Obtain approval and submit to accounting for processing.
- Compile and complete Council expenses. Obtain approval and submit to accounting for processing.
- Process ReQlogic expenses to the appropriate Cost Centre for the CAO and Director.
- 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 and direct reports for the Director, conveying any conflicting requests for resolution.
- Process time sheets and vacation requests for other teams.
- Document senior leadership vacation requests in the SLT Calendar.
- Prepare long weekend and holiday On-Call Schedules and disseminate to leadership.

Correspondence & Other Documents

- Researching and preparing Briefing Notes, PowerPoints, etc. as required.
- Drafting of staff communications such as the CAO Bulletin, the SLT 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.
- Draft Council reports, Policies, Admin Directives and Standard Operating Procedures, as requested.
- Provide support with drafting correspondence, as requested.

Hotel, Travel and Conference Support

- Booking of conferences, hotel and travel arrangements for CAO, Director 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.
- Coordinate amongst the team for ownership of the monthly safety training moments for the SAFS department meeting with the various leaders.
- Work in compliance with the Occupational Health and Safety Act, plus other applicable codes.
- Schedule Senior Leadership safety inspection attendance.

Other Responsibilities:

- Provide backup coverage to the Executive Coordinator during absences.

COMPETENCIES

- **Strategic Thinking:** Ability to anticipate the needs of the Senior 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 senior executive 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.