



## Executive Assistant

**Position Type:** Permanent, full-time (35 hrs/week, Monday to Friday, 8:30 am to 4:30 pm)

**Location:** Municipal Office, Port Elgin, Ontario

**Salary:** \$66,510 to \$75,579 per year (depending on qualifications and experience)

### Who We Are:

The Town of Saugeen Shores ("the Town") is a community poised for growth. We pay careful attention to all we value: our beautiful natural environment, located on the shores of Lake Huron, our waterfront and beaches, our community spirit and sense of pride, our inspired residents, and valued visitors. We are guided by our vision - **Future Ready: a committed and focused team, working together to grow and continuously improve to better serve the community.** We work collectively, collaboratively, and positively to benefit all who choose to visit the Town of Saugeen Shores or call it home.

At the Town of Saugeen Shores, we value work-life balance and offer competitive compensation, flexibility in work and opportunities for career growth. Our goal is to attract, develop and retain a highly engaged and talented workforce, while promoting a culture based on Trust, Respect, and Teamwork.

### What we offer you:

- 10 paid personal days in addition to a generous number of vacation days annually
- Comprehensive extended health care and dental benefits
- Enrollment in the OMERS pension plan
- Flexible work arrangements
- Access to an Employee and Family Assistance Program
- A passion for investing in our workforce through continuous learning and development

### About the Role:

We are searching for a highly motivated and professional individual to join our team. As the **Executive Assistant**, reporting to the Chief Administrative Officer (CAO), you will provide highly responsible and complex administrative and executive support to the CAO and Mayor, including handling sensitive political and human resource issues and coordinating administrative and support functions for the Executive Offices. You are highly organized and detailed-oriented with a personal orientation toward action and accepting responsibility for the results.

### Key Responsibilities:

- Provide confidential administrative support to the CAO and Mayor, including support for ongoing projects.
- Respond to and / or redirect inquires / communications; manage the scheduling and calendar of the CAO and Mayor as necessary; and complete special projects as assigned.
- Maintain the security and release of confidential/sensitive documents; manage email and receive incoming mail; screen mail and ensure the CAO and Mayor have background information available to be able to respond.

- Conduct research, prepare agendas, organize materials for meetings of Council, senior level meetings; brief the CAO and Mayor on matters of interest, and complete special projects as assigned.
- Maintain liaison with Directors on behalf of the CAO to monitor corporate consistency of procedures and policies.
- Represent the municipality to other levels of government and outside organizations as required.
- Attend and provide administrative support to various Special Committees of Council, including the Senior Leadership Team, and any other special committees, Task Forces and staff committees as directed by the CAO. Prepare agendas, reports, pre-circulated material, preparation of minutes, their distribution and follow up correspondence and policy decisions.
- Coordinate and organize various special events for the corporation and Council and assist with the planning and operation of municipal conferences, meetings and functions hosted by the municipality.
- Prepare speaking notes, speeches and other required communications in consultation with the Mayor, CAO and the Corporate Communications.
- Develop presentations, write briefing notes, document summaries, information updates, reports and other correspondence as required.

#### **Competencies and skills you bring to the role:**

- **Adaptability:** You can adapt efficiently and effectively in response to new processes and changing circumstances.
- **Attention to Detail:** Ability to complete a high volume of work with accuracy and within prescribed deadlines in a fast pace, high-pressure environment.
- **Communication:** You have proven ability to communicate successfully and confidently both verbally and in writing.
- **Confidentiality:** You respect and maintain confidentiality and exhibit professionalism in all interactions.
- **Interpersonal Skills:** You exhibit strong interpersonal skills that allow one to work effectively with diverse stakeholders.
- **Political Acuity:** You have proven success working effectively and collaboratively with Council or a policy-making Board and with other government agencies. You exhibit strong political astuteness, tactfulness, with a knowledge of municipal government processes and parliamentary procedure.
- **Problem Solving and Decision Making:** You are passionate about solving problems, uncovering root causes, and proactively finding solutions to achieve organizational and departmental goals.
- **Time Management:** You have excellent time management skills and can work autonomously and seek out resources independently with limited direction.



### **Education/Specialized Training/Knowledge:**

- Minimum 3 years' progressive experience in an administrative assistant or executive support capacity preferably within a municipal environment.
- Post-secondary diploma or degree in Business Administration, Public Administration or a related field, or Executive Assistant program certificate
- Public Sector Administration experience, with a minimum of three years assisting the portfolio of a senior manager in a municipal environment preferred.
- Knowledge of Municipal Act, other relevant legislation and parliamentary procedures would be beneficial
- Strong knowledge of general office procedures involving travel arrangements, budget management, reports.
- Working knowledge of the functions, operation and business of municipal government and the policies and customs of Council, Committees and their relationship with staff and external contacts.
- Strong working knowledge of Microsoft Office programs (Excel, Microsoft 365, Word) and thorough knowledge of office procedures and office equipment.
- Advanced experience ensuring documents are AODA compliant.
- Ability to work outside normal business hours, as required.

### **Application Process:**

If you're interested in joining our team, click the "Apply now" link below to submit your application. We thank all candidates for their interest; however only those selected for an interview will be contacted.

### **[Apply Now!](#)**

**Application deadline:** Friday, January 27, 2023 at 4:30 pm

The Town of Saugeen Shores is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). The Town of Saugeen Shores will make every effort to accommodate applicants with disabilities in its recruitment and selection process. Please advise of any accommodation measures you may require during our selection process. Information received will be addressed confidentially.

All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and will be used for the purpose of this employment opportunity only.

Posted January 6, 2023