



<b>POSITION:</b>	Executive Administrative Assistant
<b>DEPARTMENT:</b>	Corporate Services
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	
<b>SUPERVISOR:</b>	Chief Administrative Officer(CAO)
<b>REVISION DATE:</b>	November, 2023

**POSITION SUMMARY AND SCOPE:** The Executive Assistant will provide administrative support to the CAO, Fire Chief and Clerk.

**DUTIES AND RESPONSIBILITIES:**

- Administrative Support for the Chief Administrative Officer, Fire Chief and Clerk (including but not limited to research, booking meetings, preparation of reports to Council, general reports, and correspondence.)
- Proactively manages the CAO's schedule
- Maintain inventory of office supplies
- Administer Lottery Licencing in accordance with the rules and regulations set forth by the Alcohol and Gaming Commission of Ontario
- Administrative support for the Fire Department (including but not limited to booking meetings, managing calendar, preparation of reports to Council, general reports and correspondence.)
- Manage the filing systems (both paper and electronic) for the Corporate Services Department
- Maintenance of databases in the respective departments
- Deputy Division Registrar for the purpose of marriage license issuance and death certificate issuance (ordering forms, entering data into database and ensuring the Vital Statistics Registries are up to date.)
- Commissioner of Oaths
- Reconciliation of Corporate Invoices
- Office Management duties including but not limited to, coordination/scheduling of meetings and meeting spaces, coordination of staff meetings/events, and functional direction to other support staff.
- Minute taking for internal meetings (ie. Management)
- Coordinate Conference/Training reservations for Council and CAO
- Election Official for Municipal Elections
- Performs such other duties which may from time to time may be required.

**EDUCATIONAL REQUIREMENTS AND EXPERIENCE:**

- Post-secondary diploma/degree in Office Administration, or related discipline, i.e. finance, business administration or public administration
- Minimum five (5) years' experience in an administrative setting
- Equivalencies in job experience may be taken into consideration.
- Thorough knowledge of municipal operations
- Appreciation for the need for tact, diplomacy and confidentiality
- Superior interpersonal skills/public relations and customer service skills
- Demonstrated organizational abilities
- Strong analytical abilities with attention to detail and numerical accuracy
- Proficiency with Microsoft Office Suite
- Ability to work within the pressure of deadlines
- Ability to carry out detailed research, analyze information and prepare sound recommendations, when required.

**SKILLS AND COMPETENCIES:** Integrity, customer focus, problem solving, forward thinking and team skills.

**WORKING CONDITIONS:**

Town Hall, 77 Beckwith St.

This position will be scheduled to work 35 regular hours/week. On occasion some after hour work may be required to complete special projects or requests.

**SAFETY:**

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

**WORKING RELATIONSHIPS:**

<b>INTERNAL</b>	CAO, Department Heads, Support Staff, Members of Council.
<b>EXTERNAL</b>	General Public, Stakeholders, other Municipalities.