

**EXECUTIVE ASSISTANT TO THE
CHIEF ADMINISTRATIVE OFFICER, CLERK OF COUNCIL**

POSITION: Executive Assistant to the Chief Administrative Officer,
Clerk of Council

RESPONSIBLE TO: Chief Administrative Officer

NATURE OF WORK: This is a senior administrative position responsible for a wide range of confidential responsibilities associated with the positions of the Chief Administrative Officer and Mayor and Council for the Town of Three Rivers. The Executive Assistant to the Chief Administrative Officer and Clerk of Council provides confidential administrative support and technical expertise to achieve municipal objectives and prepares agendas and records minutes of meetings of Town Council and Committees. He/she coordinates CAO communications, including taking calls, responding to emails and interfacing with council, management, staff, government officials, contactors, and members of the public. The incumbent prepares internal and external municipal documents, schedules CAO meetings and appointments and follows up with the CAO to ensure time commitments are met. He/she provides administrative support to the Mayor and Council. The incumbent is responsible for the management and control of the “Central Filing System”.

This position must uphold a strict level of confidentiality.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

Note: The incumbent shall ensure that the confidentiality of Town affairs is respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Chief Administrative Officer provides confidential personal support and maintains confidential personal information
- Primary role is as an executive assistant reporting to the CAO; secondary role is as Clerk of Council performing administrative duties and administrative support to Mayor and Council
- Works closely with CAO to ensure department managers forward reports and financial statements as required on a timely basis for CAO review or comment prior to Council and/or Committee meetings
- Develops and fosters close working relationships with various external government departments and agencies, consultants, business groups, and community organizations
- Deals with the public with integrity and in a professional and courteous manner

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Develops and maintains an organized filing system of paper and electronic documents for all CAO and Council correspondence
- Monitors collection and receipt of all correspondence and reports from municipal departments and ensures receipt by CAO. Files all correspondence, as requested in appropriate location determined by level of confidentiality
- Responsible for the management and control of the “Central Filing System”
- Prepares presentations, reports, and recommendations as directed by CAO and may prepare presentations, reports, and recommendations for Council, and Standing Committees as directed by the CAO
- Prepares agendas, and records minutes of meetings of the Town Council and Committees
- Provides administrative support to the Mayor and Town Councillors
- Manage office supply inventory - ordering items as required and maintenance of office equipment (phone, fax, photocopier, internet service)
- Responsible for booking of meeting rooms for all CAO related meeting activity
- Lead contact for all CAO correspondence and communication with municipal management, staff, council and public
- Performs other such related duties, responsibilities and functions as may be assigned

REQUIRED COMPETENCIES:

- Ability to establish, maintain and promote friendly, co-operative and productive relationships with other Departments, other Government agencies, auditors, elected officials and the general public
- Ability to effectively plan, organize, and execute work assignments in a timely, efficient manner
- Ability to take initiative
- Uphold a strict level of confidentiality at all times
- Excellent verbal, written, organizational, project management, keyboard and problem-solving skills with impeccable multi-tasking abilities
- Effective writing skills and precision for preparing comprehensive reports, studies, summaries and projections
- Good personal mastery and performance as a team player, with proven ability to role model the behaviours associated with a constructive culture and a commitment to health, wellness and safety
- Ability to apply and function effectively in the work place with demonstrated computer proficiency
- Strong problem-solving ability-able to react/adapt to changing demands and/or conditions
- Ability to function effectively in a diverse and fast paced work environment with challenging and often competing priorities
- Strong analytical and critical systems thinking skills
- Respectful and professional demeanour

REQUIRED QUALIFICATIONS:

- A minimum of five (5) years of progressive administrative experience
- A minimum of three (3) years of administrative experience reporting to senior management
- A degree in Commerce, Business Administration, Public Administration, or College Diploma in Administration, Administrative Assistant, Executive Assistant or other related discipline. An equivalent combination of education and experience may be considered
- Experience working in a public sector environment would be a strong asset

- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software

Acknowledgement:

I have read and understand my roles and responsibilities as it applies to my work duties, my performance expectations, my ability to get along with my colleagues and in support of a respectful work environment.

Name (Print)

Name (Signature)

Date