



JOB DESCRIPTION
Executive Assistant
Office of the Chief Administrative Officer
September 2019

POSITION SUMMARY:

Under the direction of the Chief Administrative Officer, the Executive Assistant will provide administrative and executive level support, and act as the primary point of contact to the offices of the Mayor, Town Council and the Chief Administrative Officer. The Executive Assistant will also act as the Communication Officer to the Mayor and Councillors.

This position interacts daily with Mayor, Council, committee members, and representatives from businesses, community organizations, the public and all levels of Town staff. The incumbent is required to deal sensitively and appropriately with a variety of people; work independently and maintain appropriate confidentiality and discretion in the disclosure of information to the Town Council, Chief Administrative Officer and staff.

REPORTING RELATIONSHIPS:

Reports To: CAO

KEY WORKING RELATIONSHIPS:

Internal:

- Mayor and Council
- Town Departments

External:

- Community organizations
- Local government
- Members of the Public
- Media

RESPONSIBILITIES/ACCOUNTABILITIES:

- Prepare Council and committee meeting agendas and minutes for circulation, and ensure action items generated from the meetings are followed-up; take minutes at Council and committee meetings, and maintain and provide safekeeping of Council and committee minutes; maintain reminder and follow-up systems to ensure timely completion of agenda items;
- Responsible calendar management including meetings, community activities, appointments and events for the Mayor and CAO, schedule internal and external meetings and/or appointments ensuring meetings and appointments stay on time; obtain details on official openings and/or visitations for attendance of Mayor and Council, as required; maintain and provide safekeeping of Council and committee minutes of the Town, including contracts and agreements with the Town;
- Serve as the point of contact for the offices of the Mayor, Town Council and the CAO; follow established procedures and policies in responding to requests, inquiries and/or redirect items to appropriate staff members;

- Independently respond to general emails not needing review by CAO; respond to inquiries relating to departmental regulations, bylaws and policies; address incoming complaints, within the scope of authority and/or redirect accordingly;
- Arrange travel schedules and reservations, including preparation of expense claims for Mayor, Councillors and the CAO;
- Manage administrative functions to include preparing, editing and proofing correspondence and reports, file maintenance, updating, safekeeping and retention of assigned files/reports/publications/policies, coordinating incoming and outgoing mail, ordering office supplies, preparing and maintaining purchase orders, photocopying, typing, faxing and scanning correspondence and reports;
- Assist as liaison to Public Council meetings and coordinate conference rooms for meetings of Council;
- Establish and maintain good and effective relations with the public and outside agencies;
- Act as a communications liaison for Mayor and Councillors;
- Retrieve the Mayor and Councillors mail so that it can be scanned and emailed to all elected officials to make sure that it is distributed fairly;
- Support all departments in their communications work – to include but not limited to any media releases and who it is communicated with;
- Coordinate and manage any media requests for the Mayor and Councillors;
- Maintain internal communication with all Town of Truro employees to ensure they are aware of changes and projects within the Town;
- Maintain computerized and hard copies of the Town's by-laws for Council and public information; preparation of by-law advertisements for 2nd readings, and for Council approval; prepare by-laws for posting on the Town's website, and provide appropriate documentation to the province;
- Maintain computerized and hard copies of the Town's policies for Council and public information; prepare policies for posting on the Town's website;
- Maintain close working relationship with Town staff to ensure continual exchange of information with on-going activities;
- Participate in the Town's Performance Management Program; participate in departmental and town organized training and development activities, in addition to attending career development training;
- Other assigned responsibilities within the scope of the position.

PROFESSIONAL SKILLS:

- Completed Grade 12 and post-secondary education in Office Administration or equivalent;
- Three (3) years ideally working at the executive or senior administrative level;
- Experience working a Communications/PR role, an asset
- Excellent office management skills, including calendar management and coordinating executive meetings;
- Proficient computer skills, specifically Microsoft Office Suite;
- Experience in a municipal government setting, an asset;
- Experience scheduling travel arrangements for management;
- Demonstrated ability to work with sensitive information;
- Or an acceptable combination of education, training and experience;

Competencies

- Excellent interpersonal skills;
- Excellent written and oral communication skills
- Possess problem solving ability; the ability to prioritize and identify administrative support improvements; the ability to work under pressure and meet deadlines; self directing, positive results oriented and have the ability to multi-task.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Office environment and “team concept”;
- Required to exercise discretion when dealing with sensitive and confidential information;
- Required to maintain confidentiality;
- Criminal Record Check.

AUTHORIZING SIGNATURES

CAO:

(Signature)

(Date)

Incumbent:

(Signature)

(Date)