

EXECUTIVE ASSISTANT 2 POSITION DESCRIPTION

PURPOSE OF THE POSITION

The Executive Assistant is responsible for providing executive support to the Town Manager and members of Council as well as facilitating all communications for the municipality to both internal and external stakeholders.

SCOPE

Reporting to the Town Manager, the Executive Assistant is responsible for providing highly confidential executive services, administrative, secretarial and clerical support services to the Town Manager as well as the Mayor and Council. Through the Corporate Services Department, this individual will also provide efficient and effective communication programs for the Town.

RESPONSIBILITIES

Executive Role:

- Assist the Town Manager in compiling Council and Council Committee agendas and ensuring they are distributed to council members and senior management as required
- Prepare Council Chambers/meeting room for all regular, special and council committee meetings and any other meetings required by the Town Manager.
- Attend all Council regular, special and committee meetings and internal administrative meetings as requested by the Town Manager. Prepare accurate minutes of the proceedings at these meetings
- Maintain an action list of council outcomes and any follow-up actions as directed by the Town Manager
- Maintain an action list from Manager's Meetings
- Ensure meetings are advertised pursuant to the requirements of the Municipal Government Act
- Ensure all agendas and minutes are posted on the Town website
- Maintain Town Manager and Council calendars
- Conduct research, assemble and analyze data to prepare reports, bylaws and policies where required by the Town Manager
- Prepare minutes, reports, presentations, speaking notes and letters as required
- Communicate and handle incoming and outgoing electronic communications for the Town Manager and where required for the Mayor and members of Council
- Manage incoming mail of the Town Manager, Mayor and members of Council

- Arrange all registrations, travel accommodations and related arrangements for the Town Manager, Mayor and members of Council as required and issue reminders as appropriate
- Arrange and coordinate any meetings and meeting bookings as required by the Town Manager, Mayor or members of Council
- Perform all duties in the capacity of Deputy Returning Officer for the Town of Redwater municipal elections
- Coordinate and act as Clerk to the Subdivision and Development Appeal Board when required.
- Assist with the coordination of the municipal census when required
- Assist in maintaining the Municipal Emergency Plan in consultation with the Emergency Management Coordinator
- Prepare accurate minutes of the proceedings of the OH&S committee meetings and circulate to staff
- Undertake general duties of the OH&S Coordinator when required, in the absence of the OH&S Coordinator.
- Assist the Economic Development Officer with major Town events as directed by the Town Manager

Communications Role:

- Maintain a positive communication plan for both internal and external audiences
- Responsible to coordinate, facilitate and help build strategic communication mediums with respect to correspondence, publication, bulletins, brochures, newsletters, media releases, fact sheets, flyers and public service announcements including design and layout
- Establish and maintain relationships with media
- Prepare media releases and position papers for the Town as directed by the Town Manager.
- Maintain and recommend updates to the Communication Plan in response to emerging issues
- Prepare monthly information bulletin
- Update Town electronic sign in conjunction with the Corporate Services Department
- Update Town website in conjunction with the Corporate Services Department
- Facilitate all social media activities
- Gather information upon request and prepare summaries or background information/reports
- Consult with other Town departments to establish communication objectives and to determine goals, audiences, messages and best methods of effectively carrying out objectives
- Distribute information to staff and council of relevant current affairs affecting the Town

- Act as one of the Town's Public Information Officers as outlined in the Municipal Emergency Plan

General Duties:

- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature
- Maintain proper filing of information and materials
- Review and code related accounts payable invoices
- Will require some work after normal business hours
- Assume other related duties as deemed necessary by the Town Manager
- Adhere to the Town of Redwater Health & Safety Program

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- A degree or diploma in business and communications or a related field
- Advanced office management or senior secretarial training with a minimum of 3 years office administrative experience
- Previous experience in a municipal setting is an asset
- Enrolled or willingness to enroll in the National Advanced Certificate in Local Authority Administration (NACLAA).
- Competent with Microsoft Office programs with a strong emphasis on Word and Publisher or related publication software
- Experience in applying design skills in an online environment
- Extensive knowledge of practices and operational procedures of municipal government an asset
- Extensive experience in recording and transcribing information

Skills:

- Proficient in written communication skills and editing
- Ability to multitask and prioritize
- Strong project management skills
- Effective verbal skills
- Time management skills
- Highly organized and efficient
- Self-starter, able to work effectively on their own
- Strong interpersonal skills and ability to work within a team environment
- Provide excellent customer service to the public, staff and Council

Personal attributes:

- Honest, trustworthy and respectful
- Positive engaging personality
- High energy and enthusiasm
- Maintain a high standard of confidentiality
- Adhere to the Municipal Code of Ethics
- Flexibility
- Demonstrate a dedication to the position and the community
- Demonstrate sound work ethics with attention to detail
- Maintain a clean standard of hygiene and neat appearance

CERTIFICATION

Employee Signature

Supervisor's Signature

Printed Name

Supervisor's Title and Name

Date

Date

I certify that I have read and understand
the responsibilities assigned to this position

I certify that this job description is an
accurate description of the
responsibilities assigned to the position

Senior Administrative Officer's Signature

Date

I approve the delegation of responsibilities outlined herein within

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.