



DISTRICT OF CLEARWATER
Job Description

Job Title	Executive Assistant	Department	Corporate Services
Reports To	Chief Administrative Officer	Job Classification	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Pay Band/Grid	\$51,000 (under review)	Job Grouping	Administration
FTE Designation	1.0 FTE (Full-time, Permanent)	Job Description Status	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revision
Benefits	<p>1. Health & Wellness <input checked="" type="checkbox"/> Extended Health <input checked="" type="checkbox"/> Dental <input checked="" type="checkbox"/> Sick Leave <input checked="" type="checkbox"/> LTD <input checked="" type="checkbox"/> EAP <input checked="" type="checkbox"/> AD&D <input checked="" type="checkbox"/> Health Spending Account <input checked="" type="checkbox"/> Personal Life & Dependent Life Insurance</p> <p>2. Pension Plan Options <input checked="" type="checkbox"/> Define Benefit Pension Plan <input type="checkbox"/> Define Contribution Pension Plan (RRSP)</p> <p>3. Training and Professional Development <input checked="" type="checkbox"/> Professional and Technical Certificate Renewal <input checked="" type="checkbox"/> Tuition Reimbursement <input checked="" type="checkbox"/> Training and Development Programs</p>		

Supervision	<input checked="" type="checkbox"/> No, this position does not have direct reports <input type="checkbox"/> Yes, this position manages:
Job Purpose	<p>Reporting to the Chief Administrative Officer (CAO) the Executive Assistant provides an extensive range of confidential and sensitive administrative support, research and general assistance. The Executive Assistant is the key point of contact for the senior management team and is expected to function with a high degree of independence while coordinating various functions with the Deputy Corporate Officer (DCO). This role requires resourcefulness, diplomacy, tact and the ability to manage multiple projects while working closely with key contacts including the District’s senior leadership team, Mayor and Council, and representatives from business and community organizations.</p>
Responsibilities	<ol style="list-style-type: none"> 1. Answer, screens, and direct calls and relay messages to appropriate departmental staff. 2. Provides executive and confidential administrative support with minimum supervision to the CAO and Council, using sound judgement to prioritize and triage items as appropriate. 3. Experienced in planning, organizing and scheduling meetings/events, screening requests for meetings/events, and resolving scheduling conflicts.

	<ol style="list-style-type: none"> 4. Manages the flow of information including reviewing emails, correspondence, memos, reports and responding directly on behalf of the CAO, or escalating priority matters. 5. Coordinates and tracks citizen feedback/complaints and works with senior management to ensure the timely response to appropriate business and community matters. 6. Prepares a variety of sensitive and confidential matters including correspondence, agendas, minutes, contracts such as Letters of Understanding/Letters of Agreement and presentations; locates and assembles information for various reports and briefings; compiles and prepares meeting materials and minutes and attends meetings as required. 7. Coordinates meetings, transportation and accommodations for the CAO and Council as required, and track expenses from travel and events. 8. Coordinates with the DCO to maintain the records management process and all corporate records; develop and record some bylaws, policies and procedures, and FOIP requests. 9. Supports the CAO with creating employee development plans and performance management documents. 10. Assists the CAO with preparation for the collective bargaining process by completing research and compiling data. 11. Performs other duties and responsibilities which may be assigned from time to time by the CAO.
<p>Education & Certifications</p>	<ol style="list-style-type: none"> 1. A Diploma in Office Administration, and 2 to 3 years in a progressively senior administrative role in municipal government is preferred, OR an equivalent combination of education and experience. 2. Certificate in Local Government Administration is an asset.
<p>Experience and Skills</p>	<ul style="list-style-type: none"> • Ability to exercise considerable independence and judgement with minimal supervision. • Ability to identify and comprehend the sensitive, confidential and/or controversial nature of all types of materials such as human resources discussions, union information, negotiations, bargaining, in-camera council meetings, and to handle with <u>complete</u> confidence and discretion. • Ability to compose and proofread correspondence, prepare reports in clear and concise language, and draft correspondence for review by senior management. • Complete assignments and projects with a high level of detail. • Working knowledge of FOIPPA, Local Government Act, Employment Standards, Human Rights legislation or the willingness and ability to obtain training in these areas. • Ability to communicate courteously and diplomatically, and to maintain confidentiality and confidences; awareness and astuteness of political matters in public administration. • Fluent in Microsoft Office, social media, basic website management skills (i.e.: uploading via FTP sites, hypertext links, etc.)

Competencies	1. Effective Written /Verbal Communications <input type="checkbox"/> Low <input type="checkbox"/> Med <input checked="" type="checkbox"/> High 2. Records Management <input checked="" type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High 3. Technology and Learning <input type="checkbox"/> Low <input checked="" type="checkbox"/> Med <input type="checkbox"/> High 4. Self-directed & establish priorities <input type="checkbox"/> Low <input type="checkbox"/> Med <input checked="" type="checkbox"/> High 5. Confidentiality & Discretion <input type="checkbox"/> Low <input type="checkbox"/> Med <input checked="" type="checkbox"/> High
Work Environment	<ul style="list-style-type: none"> • Office environment • May be called upon to support during an emergency within the District. • 35 hours per week • A successful Police Information check is contingent for employment.

REVIEW SIGNATURES			
Department Director		DATE	
CAO		DATE	