



SAMPLE JOB POSTING EXECUTIVE ASSISTANT TO THE CAO

Summary/Introduction to City/Town of Hire

***Optional:** An area where the City/Town of hire can place a short description. We have provided three samples.*

City of Mississauga:

Be Part of Something Big! Working at the City of Mississauga means you will be part of a team of amazingly talented and motivated people. Watch how our team makes a difference in the lives of our residents. Our people are the key to the City's success. To attract, motivate and retain our employees, we offer a competitive package that could include, competitive salaries, benefits, flexible and alternative work arrangements, career development and training to advance your career.

City of Nanaimo:

Built on the traditional territory of the Snuneymuxw First Nation, Nanaimo is a vibrant urban centre found on the east side of beautiful Vancouver Island where an abundance of recreation and cultural opportunities exist giving residents a lifestyle second to none for living, working, and playing.

The City of Nanaimo has an inclusive and versatile workforce of over 750 employees. Employee attraction and retention is encouraged through competitive salaries, a comprehensive benefit plan, flexible and alternative work arrangements, and many social and wellness activities. The city strives to maintain a high level of service to the public by hiring and promoting the best qualified candidates, as well as offering development and training opportunities to new and existing staff.

The County of Lennox-Addington:

A place to reconnect, unwind and become inspired. No line ups, no congestion...no agenda. Just a whole lot of beauty and endless ways to enjoy it. At The County of Lennox & Addington, we offer our employees the opportunity to make a positive and meaningful impact on the daily lives of those we serve. We provide Long Term Care, Social Services, Paramedic Services, Libraries, Provincial Offences, Administration, and Infrastructure Services. If you are looking for a rewarding opportunity, working with energetic and dedicated professionals driving innovation in the public sector, join our team!

<p>Nature of the Position</p>	<p>Working/Reporting directly with the CAO, the Executive Assistant provides a wide range of administrative and executive level support, and acts as the primary point of contact to the offices of the CAO, Mayor and/or Councillors. The Executive Assistant will provide executive level support in a one-on-one working relationship. The successful candidate serves as a liaison to the senior management team, organizing and coordinating executive outreach and external relations efforts. Working in a confidential environment requiring a high level of tact, integrity, and confidentiality. Establishing, and managing internal and external constituent relationships, performing a variety of administrative tasks while supporting the CAO, driving strategic priorities. Undertakes special projects, conducts research, and provides functional guidance to administrative support staff. Performs other related duties as assigned. Contributes to maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.</p>
<p>Duties/Responsibilities</p>	<ul style="list-style-type: none"> ➤ The successful candidate (or incumbent) is expected to meet the responsibilities of the position by following established practices and procedures. ➤ Coordinate meetings and appointments, including record, transcribe and distribute meeting minutes; track/follow-up action items, take appropriate lead when required. ➤ Manages, organizes, and runs day-to-day function of the CAO's Office. ➤ Provide administrative and public relations support to the office of the CAO, read/research incoming/outgoing correspondence, edit/compose letters/memos/e-mails on behalf of the CAO. ➤ Assists with CAO presentations. ➤ Manage calendar for the Office of the CAO, which includes scheduling and arranging travel/accommodations/conference registrations and expenditure recoveries for CAO's Office. ➤ Provide high level administrative and public relations support to senior staff, by screening incoming calls, visitors, responds to general inquiries and provides information, advice, guidance, and direction to the public and others concerning City policies. ➤ Maintains appropriate office filing systems.
<p>Job Specifications</p>	<ul style="list-style-type: none"> ➤ Post-Secondary Education in Office Administration or equivalent. ➤ Minimum three to five years working in an executive or senior administrative role. ➤ Excellent office management skills, including calendar management, time management skills, and the ability to meet critical and irregular deadlines. ➤ Strong decision making and proactive approach to problem solving. ➤ Advanced level of proficiency in Microsoft Suite applications. ➤ Advanced level of proficiency in WebEx/ZOOM/Teams is an asset. ➤ Internal knowledge of the City's processes, programs, organizational structure, and political environment is preferred

	<p>and/or a thorough knowledge of Council, Committee and related official bodies and boards including procedures and functions will be an asset.</p> <ul style="list-style-type: none"> ➤ Strong attention to detail and accuracy of work. ➤ Excellent oral and written communication skills. ➤ Ability to work independently, with minimal supervision and to work effectively as part of a team. ➤ Ability to use sound judgement, always maintain discretion and confidentially, ability to manage multiple priorities from different sources, and the ability to work under pressure in a fast-paced environment.
<p>Posting Restrictions</p>	<p>Open to ALL/Internal Posting/etc. Rate/Salary Type: Salary Grade Level: Example D Rate/Salary Details: <i>Not all postings stated \$\$</i> Please include a resume with this application</p>