

Job Description

Executive Assistant

Scope:

To provide direct administrative support to the CAO and indirect support to the Town Council members as required, and its committees, while managing very confidential material and information. Executive Assistant will provide support and oversight of the office administration functions including reception, facilities, telephone, and other duties as may be required for successful organizational results.

Executive Assistant

2018/07/03



Responsibilities:

- Provide Assistance to CAO and Council
 - The Executive Assistant shall not be in a supervising role related to any other staff, however the Executive Assistant may delegate certain tasks to other staff with approval of the CAO.
 - Management of Council calendars (and others as requested).
 - Booking of travel and professional development activities for senior management and Council.
 - Reviewing of Council/CAO mail/incoming correspondence, sorting, and filing as required.
 - Providing reminders regarding upcoming meetings, events or anything requiring a collective action from the senior management team and/or other team members.
 - To update and keep current all minute books and bylaw books and to request that appropriate signing authority execute these documents on a regular basis.
 - Ensure that policies/procedures are met and or updated where needed.
 - Assist with projects as required.
 - Maintain filing system and overall confidentiality levels associated with performing duties as assigned.
 - Taking of minutes at Council Board/Committee meetings, and completion of draft minutes as soon as possible after each meeting and distribute these minutes to Council and department heads.
 - Do follow-ups of meetings; Vouchers, correspondence etc.
 - Preparation of Agendas and background info (as required), schedule delegation.
 - To attend all meetings of Town Council, Public Works Committee and other committees as directed and record the proceeding of such meetings in an orderly and concise manner.
 - Tracking of attendance, quorum, and agenda item requests in accordance with established processes.
 - Post documents for the general public in accordance with processes.
 - Answers phone/email/walk in enquiries, receiving courier packages and distributing as appropriate, ensuring that incoming mail is sorted and distributed and that outgoing mail is stamped, providing professional services at all times.
 - Arrange for gifts, flowers, letter etc. as required as requested.
 - Maintain current knowledge through professional development activities (as discussed with Senior Management).
 - Monthly payment plan; sign up customers, run withdrawal twice a month, keep track of changes to banking information.
 - Cash receipts; balance deposits, online banking, work with banks to set/update up online banking.
 - Assist payables/Utilities Clerk in processing permits.
 - Other duties as required by supervisor.

Executive Assistant

2018/07/03



- Adhere to Health and Safety legislation and the Elk Point safe work policies and procedures at all times, ensuring the protection and safety of self, co-workers, the public and environment.
- To prepare an action list immediately following each meeting and review action list with the CAO Prior to distribution.
- Deputy Returning Officer
- To look after Town website with provider.
- To ensure that copies/originals of all correspondence under the signature of the CAO is correctly filed in the Central Filing System.
- To type and distribute all other memos, report, letters and documents as requested by the CAO.
- To monitor all action items from each meeting and upon the direction of the CAO, prepare correspondence arising from each action item.
- To carry out appropriate advertising, notification and approvals for bylaws as directed by CAO.

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2018/07/03



Qualifications

- High School diploma; Secretarial/Administrative Assistant Training preferred.
- 3 years related experience as an Executive Assistant
- Local Government Certificate/NACLAA II Certificate preferred.
- Exceptional organizational skills with ability to multi-task and handle multiple deadlines.
- Attention to detail and excellent record-keeping ability.
- Proven information management skills.
- Excellent communication (verbal/written), interpersonal and organizational skills.
- Strong computer skills and experience with Microsoft Word, Excel, PowerPoint, Gmail and Google.

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2018/07/03



Certification

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name Date	_____ Supervisor Signature Date
_____ Chief Administrative Officer's Signature Date	
I Approve the delegation of responsibilities outlines herein within the context of the attached organizational structure.	

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.

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2018/07/03

