

Job Profile

Executive Assistant

Position Summary

This position focuses on assisting the Senior Municipal Director in special projects and providing administrative support to the Development Services Department in processing building and planning applications. A large part of this role will focus on communication with our residents, business owners and visitors, including via social media and website postings. The Executive Assistant will also play a significant role in keeping up to date on funding applications that are available and notifying department heads when something is available that meets projects that support the implementation of the Strategic Plan.

Reporting Requirements

This position reports directly to the Senior Municipal Director.

Responsibilities

Administrative:

1. Word processes a variety of reports, correspondence and forms, as well as PDF editing and processing.
2. Files a wide range of documents for Senior Municipal Director, Clerk and Council.
3. Acts as administrative assistant to planning/building divisions. Assists planner with notices and circulations. Receives building permit/planning applications. Maintains good, clean records, in compliance with the Building Code Act and the Planning Act.
4. Acts as recording secretary for public meetings for the Events Committee.
5. Maintains the business directory for the Municipality.
6. Assists the Senior Municipal Director with special projects, by performing various aspects as assigned.

Communications:

7. Assists in responding to correspondence, as directed by Senior Municipal Director.
8. Provides assistance to the Administrative Assistant in responding to more complex inquiries sent to info@callander.ca
9. Makes regular updates to the municipal website and social media, to ensure accuracy.
10. Updates information through VoyentAlert for the administrative department, as directed by the SMD.
11. Prepares ads for local newspaper, website, social media, mailouts, etc.
12. Responsible for drafting, producing, posting and/or mailing the following documents related to communication: media releases, press releases, newsletters, mayor's messages, etc., (once reviewed by (SMD and/or Manager of Corporate Services).

13. Maintains and manages electronic sign at Yarlasky Park.

Funding Applications:

14. Assists with preparing and submitting funding/grant applications.
15. Keeps track of funding applications that are available and ensures appropriate department heads are notified of funding opportunities that meet their work plans.
16. For applications that are approved, maintains files and arranges for reporting, where necessary, in collaboration with the Department Head and finance team.

IT Services:

17. Main contact for IT Services.
18. Administers VOIP telephone system and corporate mobile phones.
19. Assists with basic computer/phone questions or concerns.
20. Administers the cell phone distribution and ensures all phones are upgraded to meeting/exceeding minimum-security updates.

Health and Safety:

21. Complies with all health and safety policies and privacy procedures of the Municipality of Callander and identifies to management, areas to address to maintain a safe and healthy workplace.

Other:

22. Contributes to a strong and integrated municipal team through positive attitude, training and creativity.
23. Participates as part of the municipal team in serving the residents, business owners and visitors of Callander and providing high quality and affordable services to the taxpayers.
24. Contributes to departmental and municipal-wide goals and objectives and recommends new or improved ways to perform the corporate function.
25. Complies with policies and procedures of the Municipality of Callander.
26. Back-up for the Administration Administrative Assistant when away, including processing payments, answering and directing phone calls, and other duties as necessary.
27. Performs other tasks as assigned by supervisor.

Knowledge/Skills

- Good writing skills for the purposes of drafting letters, reports, and official responses on behalf of the Municipality.
- Ability to read, understand and clearly interpret all related legislation, regulations, bylaw, and policies.
- Recognize, interpret, and analyze discrepancies in information and data.
- Strong verbal communication and writing skills.
- Good computer and keyboarding skills.
- Good listening, problem solving, conflict resolution, customer service and complaint management skills.

- Good understanding of the various services provided by the municipality. Ability to reach out and ask questions to various staff to collect the appropriate information and respond back to inquiries in a timely manner.
- A working knowledge of how to complete basic research.
- Good day to day planning, multi-tasking and prioritizing skills.
- Attention to detail.
- Working knowledge of all office equipment.
- Knowledge of records management retention and MFIPPA.
- Sound working knowledge of statutory and procedural requirements related to Council and its committees and boards.

Experience/Education/Training

- Post-secondary training in business or office administration or equivalent experience.
- Two (2) years of working experience preferably in a municipal environment.
- Social media and web design experience is required.
- Completion of AMCTO courses, including the Municipal Administration Program, is considered an asset.

Working Conditions

Most of the elements of this position involve office, desk-related work on a computer. It is expected that this individual will be courteous and collaborative with the rest of the Municipal team.

Professional Development

- AMCTO courses or similar courses as approved by the SMD

Council's Vision

It is important for each employee to keep the strategic areas of focus at the forefront of their work practices:

Strategic Areas of Focus

BUILD an Identity

GROW private sector investment

Keep Callander **AFFORDABLE** while maintaining quality services

SUPPORT a dynamic municipal team