



Executive Assistant POSTING No. 201918

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

This position will report to the Chief Administrative Officer with accountability to the Manager of Corporate Communications. The Executive Assistant will provide confidential administrative support to the Chief Administrative Officer, Mayor and Manager of Corporate Communications. This position will at times, act as the CAO's and Manager's agent in specific matters, resolving issues, providing information and ensuring administrative tasks are completed with minimal involvement from the leadership team. The position involves extensive liaison with the Mayor, Members of Council, senior management and senior officials and their offices in government business and industry. The Executive Assistant is required to maintain general awareness of local and municipal matters, corporate priorities and issues, current social and political issues and other matters regarding the municipality that may affect or impact the leadership of the municipality and/or the reputation, brand and integrity of the Town. This position will have access to all manner of confidential materials and absolute discretion is essential at all times.

Accountabilities:

- Provide a full range of executive administrative support to the Mayor, Manager of Corporate Communications and assist Members of Council. This position will work seamlessly with the CAO's EA with the ability to provide back up by keeping informed on respective issues and initiatives
- Act as the CAO's Office liaison with Members of Council, the Senior Management Team and Town staff providing frontline support, professional, effective and timely customer service
- Support includes the effective functioning of the Mayor's Office through calendaring, meeting management, document creation, processing of invoices, maintaining records, travel and conference arrangements and inbox management. Similar administrative activities required for the Manager of Corporate Communications
- Respond to all constituent concerns, identifying issues and problem-solving; identifying opportunities and determining actions required, contacting the appropriate department and providing follow up as needed
- Handle case files including tracking correspondence and collating events to ensure the CAO/Mayor/Manager are kept apprised and up-to-date on concerns from residents or the business community
- Ensure a thorough understanding and sound knowledge of new policy and/or legislative issues that could have or will have potential impacts from a corporate or political perspective; political acumen to recognize potential issues is important

- Perform a variety of tasks in support of initiatives undertaken by the Communications Division including:
 - research and analysis (e.g. issues, best practices, municipal counterparts)
 - collection and collation of data (e.g. media tracking & analysis)
 - performing media scans for issues management
 - logistical support for public engagement initiatives
 - project tracking, coordination and follow up
 - VISA reconciliation
- Support the Manager of Communications with producing monthly Council bulletins, helping to prepare and edit content
- Coordinate and prepare various communications initiatives under the supervision of the Manager including quarterly Town Hall meetings
- Coordinate the annual business plans, supporting the Manager by reviewing/editing and collating content; liaising with staff and ensuring deadlines for design and production are met
- Represent the department on a number of corporate committees and staff teams ensuring that the interests of the CAO are upheld while providing assistance with projects and events
- Understand sensitive, confidential issues are to be handled with a high degree of discretion
- Perform other job duties as assigned

You possess:

- Executive Office Administration Diploma or completion of a three-year post-secondary diploma in related field (e.g. customer service, communications) or equivalent education and experience
- A minimum of 3 years' experience in a senior administrative assistant or executive assistant role
- Experience in a municipal environment preferred
- Advanced level of proficiency in office procedures, business writing and computer applications including: spreadsheet and database maintenance, advanced Microsoft Word, Excel, Access and PowerPoint skills
- General knowledge of public relations, communications
- Detail-oriented with exceptional customer service skills
- Highly professional with a strong political acumen and regard for maintaining confidentiality and handling sensitive issues in a respectful and efficient manner
- Demonstrated understanding of municipal governance
- An experienced multi-tasker with the ability to prioritize and juggle various projects under tight deadlines
- Proven ability to manage issues with tact, diplomacy and good judgment in understanding and anticipating needs
- Proven ability to work both independently and collaboratively with multiple stakeholders
- Demonstrated experience in public relations, communication and/or journalism including advanced writing/editorial skills, research and coordinating special events.
- Interested in learning new skills to provide support in various areas of the Communications Division
- A valid G driver's license and access to a personal vehicle

Compensation: The salary for this position (35 hours per week) is \$63,165 - \$75,197 per annum.

Notes:

- This position will occasionally require attendance at evening meetings and events, and overtime work as necessary to meet deadlines.
- The Executive Assistant will carry a mobile device and be expected to stay informed of issues but not expected to take action outside of regular business hours unless specifically directed by the CAO/Manager.
- This position will also have occasional travel between locations within the Town of Halton Hills, mileage provided.

Application: Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., April 19, 2019. Please quote Posting No. 201918 on your cover letter. Please apply using only **one** method of application below.

Email: humanresources@haltonhills.ca (preferred)

Mail:

Attn: Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2
Posting No. 201918

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

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