



JOB DESCRIPTION

POSITION: Executive Assistant (Exempt)

DEPARTMENT: Administration

SUMMARY:

Reporting to the Chief Administrative Officer/Corporate Officer (CAO/CO), the Executive Assistant is responsible for performing complex and diversified administrative and clerical duties for the CAO/CO, Manager of Finance (MoF) and the Mayor and Council. Much of the work is of a confidential nature involving controversial or sensitive matters relating to labour relations, administrative policy, organizational changes, land and development issues, municipal-provincial relations and similar issues. This person is required to establish and maintain a close and effective working relationship with management staff and council members and to exercise considerable independence and sound judgment in dealing with confidential and sensitive issues on a regular basis. The regular work week for this position will be thirty-five (35) hours.

DUTIES AND RESPONSIBILITIES:

- Performs executive secretary duties for the CAO/CO and the MoF including, but not limited to, preparing correspondence, arranging appointments, maintaining and scheduling of meetings and events, as well as making arrangement for council members and managers' travel.
- Assists the CAO/CO with inquiries under the Freedom of Information and Protection of Privacy Act.
- Assists the CAO/CO with administration of the Collective Agreement as well as other labour relations matters including, but not limited to, arranging interviews, vacation scheduling, scheduling of casual employees as well as preparing and maintaining personnel records and files.
- Preparation and distribution of agenda packages for all meetings of Council including In-Camera Meetings of Council and maintains records of same.
- Attends Council Meetings, Public Hearings and In-Camera Meetings and prepares, distributes minutes and correspondence in accordance with the *Community Charter*, while maintaining strict confidentiality
- Responsible to prepare and distribute the Council Weekly Information Package and maintain records of same.
- Processes grant/grant-in aid requests and maintains records of same.

- Composes replies to correspondence; carries out research tasks and compiles reports; types correspondence, reports and other material as required.
- Performs project work as assigned.
- Arranges, or assists with arrangements for, special events.
- All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- Other related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Chief Administrative Officer/Corporate Officer

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Grade 12 Diploma or equivalent
2-year diploma/certificate in a related field (such as Public Administration, Local Government or Business Administration)

Experience: Minimum 3 years relevant work experience

Skills and Abilities
Excellent public relations skills, tact and judgement
Excellent interpersonal skills
Excellent computer skills, including Microsoft Word, Excel, Outlook and PowerPoint
Physical ability to carry out the duties of the position
Ability to operate related equipment.
Ability to prioritize work and multitasks in a busy environment while maintaining confidentiality
Familiarity with related municipal legislation, policies and procedures
Willingness to work flexible hours

JOB DESCRIPTION APPROVAL AND DESIGNATION

- Full-Time:**
- Part-Time:**
- Permanent:**
- Temporary:**
- Casual:**

Signature
Department Head:

Signature
Chief Administrative Officer:

Salary: \$55-65,000yr.

Effective Date: December 18, 2015