



## **JOB DESCRIPTION**

Job Title:	<b>Executive Office Coordinator</b>	Affiliation:	Exempt
Supervisor:	Chief Administrative Officer	Hours:	35 hours per week
Status:	Full Time Permanent	Salary:	\$72,000 - \$80,000 annually
Position #:	New	Competition #:	2024-022

### Position Summary

Reporting to the Chief Administrative Officer (CAO) the Executive Office Coordinator is a key role within the leadership team who provides senior-level administrative, protocol, and process support to the CAO, and the Mayor. This complex role involves liaising with senior management, government officials, and a variety of internal and external contacts, often with competing interests.

This position involves managing a wide range of complex, diverse, and confidential functions, including researching and compiling background information, preparing agendas and minutes, drafting routine and non-routine correspondence, scheduling meetings, and responding to public inquiries.

Additionally, the role supports the municipality's Human Resource operations, handling tasks such as maintaining records, recruitment, occupational health and safety, employee relations, performance management, and policy implementation.

### Nature and Scope of Work

#### Executive Assistant Responsibilities:

- Provide confidential executive administrative support to the Mayor and CAO, including managing workflow, calendars, scheduling meetings, and coordinating travel arrangements.
- Screen and prioritize communications and requests, advance office priorities, ensuring the Mayor's and CAO's time is used effectively.
- Anticipates daily information needs for the Mayor and CAO, preparing and editing reports, correspondence, presentations, briefing materials, and other documents for appointments, meetings, and events.
- Serve as a liaison and point of contact between the CAO, department heads, staff, council members, external stakeholders, the public, and government counterparts at all levels.
- Organize and maintain confidential files, records, and documents for the Mayor and CAO's office.
- Triage and manage initial responses to Freedom of Information requests to the office of the CAO.
- Assist in the preparation of agendas, minutes, and reports for council meetings and other municipal events.
- Manage and advance special projects and initiatives as directed by the CAO or Mayor including but not limited to: Council orientation, annual Strategic Planning, Project Charters and more.
- Assist in the coordination of municipal events, meetings, and engagements, ensuring all logistical details are handled efficiently.
- May require after-hours work to attend events and Council and Committee meetings as required.

#### Human Resources Responsibilities:

- Support the recruitment process, including drafting job descriptions, posting vacancies, screening applications and scheduling interviews.
- Support onboarding and orientation processes for new employees, ensuring compliance with municipal policies and procedures.

- Oversee the implementation and monitoring of occupational health and safety policies and procedures, managing incident reporting and investigations and ensuring proper record keeping related to OHS activities.
- Maintain and update employee records with confidentiality and accuracy, while supporting the development, updating, and implementation of HR policies, programs, and procedures.
- Coordinate performance review processes, assist in implementing employee development plans, and support training programs to enhance staff skills and competencies.
- Assist with employee relations by addressing inquiries, resolving conflicts, and promoting a positive workplace environment.
- Additional related duties as assigned by CAO, Mayor or Manager of Human Resources.

#### Knowledge, Skills, and Abilities Requirements

- Demonstrated attention to detail, ensuring accuracy in all aspects of work, including documentation, scheduling, and communication.
- Efficiently works independently, manages time, adapts to changing priorities, and effectively manages competing tasks to meet time sensitive deadlines.
- Confidentially handles sensitive information with discretion, integrity and diplomacy.
- Demonstrates clear, concise, and professional communication skills; clearly presenting written and verbal information.
- Proactively identifies issues and develops solutions in a timely manner.
- Proven effectiveness in managing conflict and developing effective working relationships internally and externally to the organization.
- Proven experience in human resources and occupational health and safety.
- Proficient in related legislation; Local Government Act, Community Charter, Freedom of Information and Protection of Privacy Act (FOIPPA), and other applicable legislation.
- Extensive knowledge of Microsoft Office.

#### Education and Experience Requirements

- Degree in business administration, human resources or a related discipline.
- Minimum of 3 years' related experience as a senior level administrative professional, municipal or government experience is an asset.
- An equivalent combination of education and experience may be considered.
- Satisfactory Police Information Check.

#### Competencies

- **Adaptability:** Willingness to be flexible in a changing environment.
- **Relationship Building:** Establishes and maintains respectful and cooperative working relationships.
- **Effective Communication:** Communicates effectively with others.
- **Problem Solving:** Recognizes and acts to resolve problems.
- **Organization:** Organizes work so that others will understand it, to achieve District goals.
- **Customer Focus:** Provides excellent service to both internal and external customers.