



EXECUTIVE ASSISTANT TO THE CAO **POSTING 201526**

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. To be successful, you understand and demonstrate the qualities of professionalism, resourcefulness and sound judgment that are essential to this role.

This position is accountable for providing an exceptionally high level of confidential administrative support to the Chief Administrative Officer and at times acts as the CAO's agent in specific matters, resolving issues, providing information or ensuring administrative tasks are completed with minimal involvement of the CAO. This position involves extensive liaison with Mayor, Members of Council, senior management and senior officials, and their offices in government, business and industry. The Executive Assistant (EA) is required to maintain general awareness of local and municipal matters, corporate priorities and issues, current social and political issues, and other matters affecting the municipality that may affect the CAO, Mayor and Council, the Town and constituents. This position is uniquely situated to have access to all manner of confidential materials and absolute discretion is essential at all times.

Key Functions and Accountabilities:

- maintaining records and files specific to the CAO, some of which are highly confidential, while ensuring all aspects of the work reflect corporate policies
- in the absence of the CAO, ensures that matters urgent in nature are dealt with by the Acting CAO or the appropriate Council Member or Commissioner
- communicating effective emails, researching issues, answering and screening telephone calls, creating reports and correspondence on behalf of CAO
- responding to all constituent concerns in a timely and professional manner, identifying issues, problems and opportunities and determining actions needed, contacting the appropriate department(s) as required, and providing follow up as required
- effectively managing all meeting requests for the CAO including reviewing appointments, calendars, schedules, preparation and distribution of agendas, taking and reviewing meeting minutes and research as well as details related to travel arrangements
- developing and reviewing the annual budget for the Office of the CAO; tracking expenditures and processing all invoices and cheque requisitions
- thorough understanding and sound knowledge of new policy and/or legislation issues that could/will have potential impacts to the corporation
- ensuring discretion by bringing to the attention of the CAO, issues that are confidential and sensitive in nature, as well as issues that may potentially impact Council
- acting as the CAO's Office liaison with Members of Council, the SLT and Town staff
- acting as a Committee Coordinator to high profile committees
- liaise with the Clerks Department to ensure statutory obligations are met; acts as a resource and coordinator for members of the committees
- providing timely customer service including providing frontline customer service while handling case files to ensure residents receive a timely and helpful response to their questions or concerns
- acts with the customer in mind, continually seeking opportunities to drive improvement

- liaising with Members of Council in regards to meetings, to relay information and provide clerical assistance as needed
- Performs other job related duties as assigned

Education and Experience Required:

- Executive Office Administration Diploma or a three-year post-secondary diploma in a business related field or equivalent education and experience
- 3 years of experience in a municipal environment working with Mayor, Councillors and senior management staff
- General knowledge of event management and marketing principles
- Advanced level of proficiency in office procedures, business writing and computer applications including: spreadsheet and database maintenance skills, advanced Microsoft Word, Excel, Access and PowerPoint skills
- Proficiency in desktop publishing using Microsoft Publisher and knowledge of accessory programs such as FMW, CMIC and Insync

Technical/Professional Competencies Required:

- Ability to work effectively in a politically sensitive environment, maintaining a high level of confidentiality and trust with both elected officials and staff
- Proactive thinker with demonstrated organizational ability
- Detail orientated with proven ability to work independently and accomplish work objectives
- Ability to anticipate the support needs of the CAO based on upcoming calendar events
- Demonstrate tact, diplomacy and sound judgment
- Demonstrated ability to develop presentation material, compose reports and correspondence with strong written and verbal communication skills
- Demonstrated ability to maintain effective working relationships with internal and external contacts
- Effectively deal with difficult people and resolve issues in a professional manner
- Excellent customer service and communication skills

Compensation: The salary range for this fulltime position is \$58,931 - \$70,155 per annum.

Qualified internal candidates may submit a detailed cover letter and resume in confidence to the Town by **4:30 p.m., October 16, 2015**. Please quote Posting **No. 201526** on your application.

Mail:

Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2

Email: humanresources@haltonhills.ca (preferred)

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.

