



## Temporary Administrative Assistant to the CAO & Mayor's Office (Up to 1 year) - Job ID #373

<b>Job Title</b>	Temporary Administrative Assistant to the CAO & Mayor's Office (Up to 1 year)	<b>Status / Job Type</b>	Full-Time
<b>Commission</b>	CAO & Mayor's Office	<b>Department</b>	Administrative Services
<b>Union Affiliation</b>	APAE/Exempt	<b>Number of Openings</b>	1
<b>Rate of Pay / Range of Salary</b>	\$48,162.00 to \$60,202.00	<b>Benefits Entitlement</b>	TBD
<b>Hours of Work</b>	33.75 Hours Per Week	<b>Posting Date (4:30 pm)</b>	May 18, 2017
<b>Job ID #</b>	373	<b>Closing Date (4:30 pm)</b>	Jun 1, 2017

### Position Summary

Reporting to the Chief of Staff to the Mayor, the Administrative Assistant is responsible to provide full administrative support for both the Chief of Staff to the Mayor and the Executive Assistant to the Chief Administrative Officer. The Administrative Assistant will provide reception duties for the office including, but not limited to, greeting visitors in the reception area, answering telephone calls, handling constituent concerns and assisting the public with a wide variety of requests, ordering supplies, research projects, preparation of various correspondence, assisting with the coordination of meetings, preparation and circulation of minutes, maintaining the filing system on the Versatile records database, assisting with special events, leading tours of school groups at City Hall, and providing back-up coverage for the Chief of Staff to the Mayor and the Executive Assistant to the C.A.O. The Administrative Assistant will also provide backup support for Emergency Operations and other meetings as required, maintaining a variety of highly confidential reports and files.

## Qualifications

- Possess a two (2) year college diploma in Business Administration or equivalent education with demonstrated administrative skills acquired through three (3) to five (5) years' of experience, preferably within the public sector.
- Understanding of the municipal structure and other government agencies and boards is necessary.
- Previous related administrative experience including taking formal minutes at meetings and taking informal notes in a fast-paced environment is required.
- Strong project management skills, with the ability to manage multiple and changing demands and priorities.
- Outstanding interpersonal, oral and written communication skills with particular respect for confidentiality are essential in this position.
- This position requires a high level of professionalism and the ability to handle difficult situations with tact and diplomacy.
- Advanced knowledge and experience working with computer applications including MS Word, Excel, Outlook, and PowerPoint.
- Applicants must be willing to work evenings and weekends if necessary.
- Possess a valid class G driver's license in good standing during the course of employment.

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.