



# Town of Whitby Employment Opportunity

## Executive Assistant to the CAO

Whitby combines a small town atmosphere with the sophistication and amenities of a larger urban centre. Located on the shores of Lake Ontario, Whitby boasts two beautiful heritage downtowns, one of the finest recreational harbours with two marinas, year round sports and recreation activities, parks, trails, beaches and a robust arts and culture scene, all of which are part of the extraordinary amenities that Whitby residents enjoy every day. With a population projected to grow to 200,000 people within the next 15 years, Whitby has an exciting and aspiring future.

Reporting to the Chief Administrative Officer, the position is accountable for providing an exceptionally high level of confidential administrative and executive support for the management and organization of all administrative matters on behalf of the Chief Administrative Office. This position involves extensive liaison with Mayor & Council, senior management and senior officials in the offices of various levels of government. The Executive Assistant is required to maintain general awareness of local and municipal matters, corporate priorities and issues, and other matters affecting the municipality. This position has access to confidential and sensitive materials and absolute discretion is essential at all times.

### Key Functions & Accountabilities:

- performing general office management duties and providing administration, technical and logistical support;
- managing and resolving administration issues;
- drafting correspondence, agendas, background and briefing notes;
- managing meeting requests including reviewing appointments, calendars, schedules, deadlines, due dates, preparation and distribution of agendas, taking and reviewing meeting minutes and travel arrangements;
- coordinating and maintaining general and confidential matters, including corporate priorities, reports, and new initiatives;
- reconciliation of expenses and financial statements on behalf of the CAO;
- maintain a professional working relationship with staff, members of Council, representatives of other government agencies, and the public;
- developing and reviewing the annual budget for the Office of the CAO, tracking expenditures, and processing invoices;
- ensuring discretion by bringing to the attention of the CAO, issues that are confidential and sensitive in nature;
- providing timely customer service to residents;
- continually seeking opportunities to drive improvement; and,
- other tasks as may be assigned.

### As the successful applicant, you must possess:

- a post-secondary diploma/degree in Business, or a related discipline;
- five (5) years of directly related experience in a municipal environment;
- advanced level of proficiency in office procedures, business writing and computer applications including Microsoft Office (Word, Excel, Outlook, PowerPoint) and databases;
- a thorough understanding of various levels of government, agencies, legislation and protocols involved in dealing with staff, stakeholders, elected officials and the general public and have the ability to work effectively in a politically sensitive environment, maintaining a high level of confidentiality and trust;
- demonstrated organizational skills and a proven ability to work independently and accomplish work objectives;
- demonstrated tact, diplomacy and sound judgement skills;
- ability to develop presentation materials, compose reports and correspondence with strong written and verbal communication skills;
- ability to develop and maintain effective working relationships with internal and external contacts;

- effective problem solving, decision making, and customer service skills to resolve issues in a professional manner; and,
- a valid Driver's Licence (minimum Class "G") with a willingness to use a personal vehicle.

**Salary:** subject to skills, abilities and qualifications

**Hours:** Monday to Friday, 8:30 a.m. to 4:30 p.m., with additional hours as required

**Application Deadline:** Tuesday, October 3, 2017

**Application Instructions:** To be considered for this challenging opportunity, please fax, mail, e-mail or deliver your confidential application/resume to:

The Corporation of the Town of Whitby - Human Resource Services  
575 Rossland Road East, Whitby, ON L1N 2M8  
Fax: 905.430.4340 Email: [jobs@whitby.ca](mailto:jobs@whitby.ca)

**Please quote Posting Reference No.: 17-M019-219**

The selection process may include assessment methods to further determine a candidate's knowledge and skills for the position.

The Town of Whitby is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Human Resource Services of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.  
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