



Executive Assistant (Exempt) 12 Month Term

\$67,704 – 82,148 annually (2024 rates)

Are you an experienced people person whose strengths include fostering a positive, inclusive workplace? If you're looking for a collaborative and supportive work culture, we invite you to apply for the 12-month term Executive Assistant position.

The District of North Saanich is looking for an Executive Assistant to providing executive assistant functions for the Mayor, Chief Administrative Officer, and the Director of Corporate Services. The duties of this position include researching and compiling background information, preparing agendas and minutes, providing routine and non-routine correspondence, scheduling meeting, and responding to public inquiries.

As the ideal candidate, you will have a post-secondary diploma in Business Administration or a related field, a certificate in Local Government Administration, and a minimum of three years of related experience (preferably in a local government environment) or an equivalent combination of education, training, and experience.

More information on this opportunity is available on the district's website at www.northsaanich.ca.

Interested applicants should forward their resumes and cover letters quoting competition number **24-25**, on or before **4:00 PM Friday, September 13th, 2024** to:

Rachel Dumas, Deputy CAO / Director of Corporate Services
District of North Saanich
1620 Mills Road
North Saanich, B.C. V8L 5S9
careers@northsaanich.ca

The District of North Saanich thanks all applicants however, only those selected for an interview will be contacted.



DISTRICT OF NORTH SAANICH

Department: CORPORATE SERVICES

Position Title: Executive Assistant - Exempt

Effective Date: May 2021

Revised Date: July 2023

Reports to: Director of Corporate Services

Positions Supervised: N/A

Position Summary

The duties for this position are of a responsible, complex, diverse, and sometimes confidential nature in providing executive assistant functions for the Mayor, the Chief Administrative Officer (CAO), and the Director of Corporate Services as required. Duties include researching and compiling background information, preparing agendas and minutes, providing routine and non-routine correspondence, scheduling meetings, and responding to public inquiries. The Executive Assistant is exempt from the Union.

Key Responsibilities

- Provides confidential and executive administrative and project support to the Mayor, the CAO, and the Director of Corporate Services including receiving and responding to telephone and public inquiries.
- Liaises and communicates with the public, external organizations, federal, provincial, regional, and municipal counterparts, Directors, Mayor, and Council.
- Assists the Mayor, the CAO, and the Director of Corporate Services with scheduling meetings, meeting setup, and special event coordination.
- Oversees Mayors' Open-Door events.
- Anticipates daily information needs for the Mayor, CAO, and Director of Corporate Services and prepares reports, correspondence, memos, and presentations.
- Organizes related materials for meetings, conferences, and appointments.
- Provides excellent customer service to internal and external customers.
- Recording Secretary for Management and Labour Management meetings including preparation of agendas and meetings.
- Oversees and assists Council members with conference and event attendance planning.
- Processes applicable invoices for authorization and payment.
- Provides website and other social media support as required.
- Assists the Director of Corporate Services with Municipal election planning.
- Assists with initial responses to Freedom of Information requests.
- Provides coverage for the Corporate Services department as and when required.

Working Conditions

Physical Effort:

- Sits with arms unsupported while keyboarding (frequent).
- Sustained concentration, accuracy, confidentiality, tact, and discretion.
- Interruptions from telephone and counter inquiries.

Environment:

- Office environment
- 35 hours per week
- There are a number of deadlines and public interactions associated with this position.

Knowledge, Skills, and Abilities

- Thorough knowledge of office procedures and practices and the role of administrative support services including
- Demonstrated ability to record and transcribe minutes of meetings.
- Ability to prepare, maintain, and retrieve a variety of documents, records, and data related to municipal administration.
- Knowledge of local government legislation and practices.
- Strong demonstrated ability to adapt, prioritize and manage multiple tasks to meet time sensitive deadlines.
- Ability to remain organized and effectively manage time while under pressure.
- Proven effectiveness in clearly presenting written and verbal information, managing conflict and develop effective working relationships internally and externally to the organization.
- Ability to exhibit confidentiality and discretion regarding private information.
- Extensive knowledge of Microsoft Office.
- Ability to establish and maintain effective working relationships with staff, elected officials, commission members and the public with tact and diplomacy.
- Persuasively communicates complex information to diverse audiences and upholds the reputation of the organization in communications with external agencies, elected officials, and the public.
- Knowledge of processing Freedom of Information requests under the direction of the Corporate Officer or designate.

Qualifications

Education and Certification:

- Diploma in Business Administration or a related discipline.
- Certificate in Local Government Administration.

Experience:

- Minimum of 3 years' experience as a senior-level administrative professional.
- Experience in a Local Government environment is preferable.
- Experience with media and records management are considered an asset.
- An equivalent combination of education and experience may be considered.

Job Provisos

- May be required to perform additional related duties as assigned by supervisor.
- May require after-hours work to attend events and Council and Committee meetings as required.