



## EXECUTIVE ASSISTANT TO ADMINISTRATION JOB DESCRIPTION

Updated June 2024

Position Title Executive Assistant to Administration (CAO/Clerk)

Report to Title CAO & Clerk

### **Position Details**

Position status (Full time, part time, seasonal, or contract): Full time

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### **A – RESPONSIBILITIES (includes accountabilities)**

#### **1) Scope of Position**

- a) Reporting to the CAO & Clerk, the Executive Assistant to Administration is responsible for the full range of legislative services to Council and its various Committees and Boards.

#### **2) Key Responsibilities**

##### **1. Assistance to the CAO, Clerk and Deputy Clerk:**

- Provide routine administrative and clerical support to the CAO, Clerk and Deputy Clerk
- Provides back-up support with the preparation of all agendas, By-laws, background material and all related correspondence for Council and Committees and the distribution of same prior to meetings.
- Provides back-up support as Deputy Division Registrar for Vital Statistics (issuing death certificates, registering deaths and completing all administrative tasks required by the Registrar General).
- Provides administrative support for Cemetery administration including sale and transfer of cemetery lots, working with local funeral homes and cemetery operators as well as assisting with the completion of the annual reporting to the BAO and Treasurer.
- Assist the Clerk in fulfilling the statutory duties under the Municipal Act, Municipal Elections Act, Line Fences Act, Drainage Act, Municipal Freedom of Information and Protection of Privacy Act and any other legislation as required.
- Assist the CAO with Human Resources functions including (but not limited to) posting of positions, collection of applications, scheduling interviews, filing of documents.

- Assist the CAO with drafting, collecting and filing of agreements
- Assist with website and social media posts as required
- Review / edit reports and/or memos as required
- Other duties as assigned

## **2. Records Management:**

- Assist with the implementation and maintenance of a Records Management Software
  - Provide support to the Clerk and Deputy Clerk in regards to providing training to staff on how to use the Records Management software
  - Complete updates to the system as required
- Create records management files and maintain record information management index
- Assist with organizing and monitoring the retention period of all corporate records and the destruction time frame.
- Complete records searches for public and staff.
- Assist with paper and electronic files

## **3. Election:**

- Assist the Clerk and Deputy Clerk during the Municipal Elections and By-Elections.
- Provides back-up support with the maintenance of the Voter's List as required
- Assists with the creation of Candidate information packages, the Election website, and social media.

## **4. Communications:**

- Assist with the maintenance of the Municipality's website, digital sign and social media accounts as required.
- Prepare graphics for Municipal information, events or programs.
- Prepare and distribute the weekly electronic newsletter

## ***Other***

- Assist with coordinating information with other departments as needed.
- Assist other departments as needed including coverage for absence.
- Other duties as assigned

## **3) Key Relationships to be managed**

### *External*

- General Public - Answering questions, directing calls, posting on the website & social media (verbal & written communication)
- Funeral Homes and Monument Companies - funeral arrangements, required paperwork, cemetery documents

### *Internal*

- CAO, Clerk– Report to daily
- Council – Coordinate attendance, travel & accommodations for meetings, conferences and other social events
- Co-workers – Communicating with and assisting co-workers with different duties
- Cemetery Operator – Communicate arranging cemetery transactions, coordinate cemetery records

#### *Public Relations*

- Representing the Municipality
- Dealing with the general public at the counter, on the phone, and via email.
- Dealing with bereaved families with compassion and respect

#### 4) **Autonomy**

- Work mostly independently, work with others as required

## **B – QUALIFICATIONS**

### 1) **Formal Education and Training**

#### **Diploma/Degree/Certificate**

- Post-Secondary Diploma/Degree in Public Administration, Office Legal Administration, Political Science, or related field
- AMCTO Municipal Administration Program (or willingness to complete) would be considered an asset

#### **License**

- a) Drivers License

#### **Other Systematic Formal Instruction**

- a) Office environment, especially in a Municipal Office, experience a definite asset
- b) Computer skills
- c) Microsoft Office
- d) Knowledge in Records Management an asset
- e) WHMIS
- f) iCompass
- g) Keystone

### 2) **Work Experience**

- A minimum of two (2) years of administrative experience involving contact with the public and senior management preferably in a public service environment.
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## **C – EFFORT & WORKING CONDITIONS**

### **1) Physical Effort and Environment**

- a) Long times sitting
- b) Computer work
- c) Lifting and moving file boxes

### **2) Mental Effort and Environment**

- a) Dealing with angry customers
  - b) Dealing with emotional, upset, and grieving families
  - c) Council/Committee agenda deadlines
  - d) Various policy and administrative deadlines
  - e) Ability to multitask and self-direct
  - f) High degree of organizational abilities
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