

**CITY OF CASTLEGAR**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>  EXECUTIVE ASSISTANT	<b>DATE:</b>  MAY 2024
<b>DEPARTMENT:</b>  CORPORATE SERVICES	<b>REPORTS TO:</b>  CHIEF ADMINISTRATIVE OFFICER

**SUMMARY**

Reporting to the Chief Administrative Officer (CAO), the Executive Assistant is responsible for providing a broad range of executive administrative support for the CAO and Mayor. This is a pivotal role within City Hall supporting the delivery of public services, working proactively and collaboratively across multiple departments, planning for and anticipating the administrative needs of the CAO & Mayor. The Executive Assistant also provides some administrative support to council members.

The Executive Assistant is expected to exercise critical thinking skills, confidentiality, independent problem-solving, political awareness, attention to detail, effective communication and the ability to manage multiple and changing priorities in a fast-paced municipal environment. The Executive Assistant also regularly interacts with the public as a professional member of the executive team at City Hall.

**KEY RESPONSIBILITIES AND DUTIES**

1. Maintains a high level of day-to-day contact with the CAO and Mayor to ensure effective communication between the CAO and senior leadership regarding operations and emergent issues, including attending Council meetings.
2. Manages the emails and calendars of the CAO and Mayor, and meetings and events for Council.
3. Receives, directs, and prioritizes telephone calls, meeting requests and drop-in visitors for the CAO and Mayor, and Council.
4. Drafts letters, reports, memos and emails and other critical documents for the CAO, Mayor, and Council to a high level, as requested.
5. Coordinates progress reporting on Council and Corporate strategic priorities for internal and external purposes.
6. Drafts and distributes executive-level internal and external communications as directed by the CAO and Mayor.
7. Supports the confidential administrative needs of the Senior Leadership Team and works closely in this capacity with the Corporate Services Department.
8. Reviews, tracks, and prioritizes all correspondence directed to the CAO and Mayor, and Council.
9. Investigating and coordinating the timely resolution of complaints and problems brought to the attention of the CAO and Mayor.
10. Ensures the CAO and Mayor stay updated on priorities, commitments, and deadlines while proactively anticipating upcoming issues and planning for potential needs or requests,
11. Coordinates and organizes simple and complex meetings/events involving internal and external attendees, ensuring that all relevant information is prepared (i.e. agendas, presentations, meeting minutes, information packages, etc.) and handles other event details including catering, audio/visual requirement, etc.

12. Coordinates travel and meeting plans, including conferences and event registration for the CAO, Mayor and Council as required.
13. Coordinates the processing of expenses and submits expense claims on behalf of the CAO, the Mayor and Council.
14. Maintains corporate records for the CAO and Mayor, in compliance with the City's Records Information Management System.
15. Provides communication support when required including afterhours emergencies.
16. Provides executive support to ensure the delivery of efficient, effective, sometimes confidential services to assist in the realization of the vision, strategic priorities, and goals of the organization.
17. Undertakes special projects as assigned.
18. Undertakes other duties as assigned.
19. Required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

### QUALIFICATIONS, SKILLS AND ABILITIES

Essential	Desirable
Post-secondary diploma in Office Administration, Business Administration, or related fields, together with a minimum of five years relevant experience, or equivalent combination of experience and education.	Experience providing administrative support at a public sector executive level.
Advanced skills in Microsoft Office programs.	Diploma or Certification in Communications from a recognized college.
Strong oral and written communication skills.	Considerable knowledge of the applicable rules, regulations policies and practices which govern activities of the City.
Effective interpersonal skills.	Understanding of local government legislation and administration.
Ability to adapt quickly to shifting priorities in a complex work environment.	Certificate or diploma in Local Government Administration or Public Administration.
Ability to exercise substantial judgement and discretion and deal with sensitive and confidential information.	
Demonstrate ability to handle a complex and varied workload in a flexible manner, often under pressure.	
Ability to work in a variety of settings, including under minimal supervision, on your own, or in a team.	
Ability to build relationships and internal networks.	
Ability to exercise organizational and political awareness.	
A valid Class 5 BC Driver's License.	