



## ***Executive Assistant to the Office of the CAO***

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile.

Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

Through the Office of the CAO, this position will provide confidential and self-directed executive support including coordination, research, report writing and administration.

Your post-secondary education in Business Administration, Office Administration, Political Science or related field is complemented by five years' senior level experience in a similar role.

The salary range is \$66,063 - \$79,260 annually for this non-union position, based on 37.50 hours weekly. We also offer comprehensive health and wellness benefits.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected community of choice***

The deadline for receiving applications is 12 NOON local time on **Tuesday, June 28, 2022**. [Click here](#) to apply.

Only applicants chosen for interviews will be contacted. Personal information is collected pursuant the *Municipal Act, 2001, as amended* to determine eligibility for employment. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

# Executive Assistant to the Office of the CAO

Management, Supervisory & Exempt – Band 4

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**Department:** Office of the Chief Administrative Officer (CAO)  
**Division:** Administration  
**Reports to:** Chief Administrative Officer  
(Matrix reporting relationship to the Manager, Legislative Services and/or designate)

## Position Objective

Support the Chief Administrative Officer including interaction on behalf of the CAO with internal and external stakeholders, financial analysis, work flow coordination, research/write/prepare reports and correspondence.

Support the Legislative Services Division in providing administrative and clerical support, including By-law and Administrative Report administration following Meetings of Council, and fulfilling the Divisions objectives.

## Duties & Responsibilities

1. Coordinate the professional activities of the Chief Administrative Officer, prepare and brief the Chief Administrative Officer for meetings by researching, drafting, and coordinating required reports, responses and/or presentations, speeches; identify key players and issues.
2. Responsible for administration of By-laws and Recommendation Reports following Meetings of Council.
3. Maintain a filing system for the Office of the CAO.
4. Respond to inquiries from both internal and external clients.
5. Expedite resolution of complaints from both internal and external clients.
6. Provide administrative and organizational support to the Chief Administrative Officer and Legislative Services with the emphasis on self-directed administrative projects.
7. Compose and prepare on behalf of the Chief Administrative Officer and Legislative Services department internal and external communications with an appropriate formality, free from error.
8. Assist in the planning and organization of meetings for the Chief Administrative Officer and Manager, Legislative Services, including preparation of agendas, and preparation and distribution of minutes.
9. Project a positive, professional image on behalf of the Department and develop and sustain a rapport with co-workers.
10. Respect, and when necessary enforce, the confidentiality of matters directed to and emanating from the CAO and Legislative Services.
11. Perform other administrative, clerical, and organizational duties as assigned.

## Education & Experience

- Post-secondary education in Business Administration, Office Administration, Political Science and/or equivalent work experience
- Minimum of five (5) years' senior level experience in a similar role
- Outstanding note taking and word-processing abilities
- Excellent written and verbal communication skills

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- Ability to function effectively as a member of a team, capable of encouraging and sustaining high team performance
- Willingness to continually upgrade and advance capabilities

## Knowledge

- Superior knowledge of local government or public sector organization and protocol
- Superior knowledge of business administration, public finance and office procedures
- Superior knowledge of research methods and electronic search methods
- Superior customer service skills
- Applied knowledge of the *Municipal Act, 2001*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Conflict of Interest Act* and *Municipal Elections Act, 1996*.

## Skills and Ability

- Exercise independent initiative and establish priorities for own workload.
- Collaborate and participate effectively within a team environment.
- Lead and coordinate special projects.
- Maintain a high level of professionalism.
- Exercise sound judgement, discretion and confidentiality.
- Operate computers, peripherals and general office equipment.
- Multi-task and shift priorities as required.
- Operate under pressure, adapt to change, and be flexible.
- Highly developed interpersonal skills.
- Meticulous attention to detail and strong problem-solving skills.
- Superior clerical skills; accurate note/minute-taking ability.
- Well-developed written and verbal communications skills.

## Supervision

N/A

## Working Conditions

- Frequent close and highly concentrated mental and visual alertness
- Frequent deadlines, irregular schedules, excessive interruptions
- Must work harmoniously with internal and external customers
- Rapidly evolving priorities demand a strong commitment to time management
- Errors in judgment or interpretation may result in increased cost, inconvenience, inefficiencies, failure to meet Corporate goals.

## Position History

In June 2022, the position of Executive Assistant to the Office of the CAO was created and rated in advance of competition. This Job Description was reviewed in June 2022 for AODA compliance.

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Chief Administrative Officer

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Date