

**Municipality of the District of Shelburne**  
**Position Description**

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|--|---|---------------------------------|-------------------------------|
| <b>Title:</b> Executive Assistant                            | <b>Department:</b> Corporate & Administrative |                                 |                               |
| <b>Reports to:</b> Director of Corporate Services            |   |                                 |                               |
| <b>Status:</b> <input checked="" type="checkbox"/> Permanent | <input type="checkbox"/> Seasonal             | <input type="checkbox"/> Summer | <input type="checkbox"/> Term |
| <input checked="" type="checkbox"/> Full-time                | <input type="checkbox"/> Part-time            | <input type="checkbox"/> Casual |                               |

**Position Summary:**

The Executive Assistant position assists with the day-to-day operations of the Corporate Services Department (“Corporate Stream”) as well as administrative and executive support for the Office of the CAO, the Office of the Warden and Council (“Administrative Stream”).

**Executive Assistant (Corporate Stream)**

The Executive Assistant (Corporate Stream) shall be responsible for being the main point of contact for the Corporate Services Department including greeting residents and contractors, processing deliveries and permit applications, filing, typing letters and reports, maintaining the corporate filing system, oversees the Municipality’s records management system, coordinates janitorial services, provides administrative support to Director of Public Works / Bylaw Enforcement Officer, Public Works Facilities Operator, Inspection Department, Waste Diversion Coordinator and the Director of Corporate Services. This position description is a general scope of duties and does not limit Management’s ability to assign other responsibilities to this position from time to time.

The Executive Assistant (Corporate Stream) will be required to perform a wide variety of responsible, complex and confidential administrative, secretarial, analytical and research duties.

The Executive Assistant (Corporate Stream) is required to maintain general awareness of local and municipal matters, corporate priorities and issues, and other matters affecting the municipality. This position may have access to confidential and sensitive materials and absolute discretion is essential at all times.

**Key Responsibilities:**

1. Responsible for being the main point of contact for all municipal inquiries in the Corporate Services Department including acting as initial person of contact for the Department which involves answering incoming telephone calls, directing incoming mail and email to the correct

person, answering in person questions, directing residents to the appropriate staff person, and facilitating positive resident experience when contacting the Municipality.

2. Process and distribute incoming mail and deliveries as required for the Corporate Services Department and ensure that outgoing mail is delivered to the internal postal area for pick-up and delivery by the Finance Clerk.
3. Receive and process resident and contractor applications for building permits, fire inspections, civic numbers, subdivision and development permits and other applications as required; forwarding such to the appropriate staff person.
4. Assists Manager of Inspection Services with the scheduling of inspection appointments and when required, the use of external inspection services.
5. Assists Waste Diversion Coordinator with administrative tasks, maintaining a knowledge of waste diversion practices and processes.
6. Responsible for establishing and maintaining a filing system for the Municipality in conjunction with Department Heads to ensure files can be easily found when required.
7. Responsible for recording and reporting to Nova Scotia Power, streetlight maintenance and outage requests.
8. Types letters, reports, emails, and offers other administrative assistance like making telephone calls and sending faxes for Corporate Services Department staff when requested.
9. Ensures that all applications for permits are properly recorded, stored, filed, and updated regularly for ease of access by all department staff and follow-up, including developing a file checklist to ensure appropriate staff are kept informed of application deadlines and inspection expiry dates.
10. Prepares required monthly and annual reports for the Inspection Department.
11. Responsible for the Municipality's records management system ensuring that all records can be easily located when required and that the Municipality's Destruction of Records Policy is adhered to and implemented on an annual basis.
12. Maintains and coordinates municipal building room booking for council chambers, jury room, and other locations as appropriate.
13. Acts as the main point of contact for the Municipality's janitorial services contract ensuring that the facility is unlocked at required times, an expected level of cleanliness is maintained each day and monthly and quarterly schedules, and the building is securely locked after hours.

14. Coordinates the office supply contracts for photocopiers and postage meter, and other general office supplies, ensuring all are functional and stocked without interruption for extended periods of time and sufficient postage is always available.
15. Performs other administrative duties as assigned by Director of Corporate Services from time to time.

### **Executive Assistant (Administrative Stream)**

The Executive Assistant (Administrative Stream) is accountable for providing executive support for the management and organization of all administrative matters associated with the Office of the Chief Administrative Officer (“CAO”) as well as providing administrative support for the Office of the Warden and Council, Community Development, Recreation & Parks and EMO.

The Executive Assistant (Administrative Stream) will be required to perform a wide variety of responsible, complex and confidential administrative, secretarial, analytical and research duties.

This position may involve extensive liaison with the Warden & Council, senior management and senior officials in the offices of various levels of government.

The Executive Assistant (Administrative Stream) is required to maintain general awareness of local and municipal matters, corporate priorities and issues, and other matters affecting the municipality. This position may have access to confidential and sensitive materials and absolute discretion is essential at all times.

#### **Key Responsibilities:**

1. Providing administrative support to the CAO, as well as support to the Warden and Council, as required.
2. Coordinate the CAOs meeting schedule and calendar by prioritizing and arranging appointments, cancelling and/or rescheduling meetings to ensure that the schedule is manageable.
3. Prepare and type correspondence, memoranda, reports as well as background and briefing notes and other documents.
4. Prepare and type media releases in conjunction with the Community Development Coordinator.
5. Assisting the CAO on a variety of matters, including highly confidential, sensitive or political matters as well as researching for Special Projects.

6. Acts as recording secretary for meetings when required such as Committee of the Whole, Council, Planning and Development and Fire Advisory including preparing and circulating meeting agenda and supporting documentation, and prepares draft minutes within seven days of meeting for approval by Director of Corporate Services.
7. Responsible for carrying out administrative work for the Kids Fair Play FUNd when required including preparing approval letters for Director of Recreation and Parks signature.
8. Assists Community Development Coordinator with the administration of the Grants to Organization program, including preparing and sending approval letters.
9. Assists the Community Development Coordinator in coordinating and facilitating the Municipality's Occupational Health and Safety Program, and also assists in updating the Municipality's health and safety manual and maintaining a current and accurate record of all employee's health and safety documents and advising the Community Development Coordinator when an employee's certification is set to expire with the next three months.
10. Provides administrative support to the Emergency Measures Coordinator (EMC) with administrative tasks such as updating the emergency measures plan, sourcing required services when requested by the EMC, supporting other administrative needs of the EMC in organizing meetings, preparing agendas and minutes, etc.
11. Maintains and coordinates municipal building room booking for council chambers, jury room, and other locations as appropriate.
12. Assists with records management, ensuring all records can be located when required.
13. Assists with the delivery of internal and external communications, including but not limited to website and social media web presence, newsletters, advertisements, community letters and certificates of recognition, and informational brochures when requested to do so by appropriate staff.
14. Acts as an administrative support person to the Warden and all members of Council who may require assistance with preparing letters, reports, arranging meetings, or attendance at meetings or conferences.
15. Performs other administrative duties as assigned by CAO from time to time.

**Skills Required:**

1. This employee must exercise a high degree of accountability in all aspects of their job and are expected to work independently and follow checks and balances for all tasks.

2. 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.
3. Experience in processing information and data provided by other staff and creating reports.
4. Strong diplomatic and conflict resolution skills to tactfully handle resident questions and concerns and deal with staff interpersonal relations, cultivating a professional image for the Municipality.
5. High degree of analytical thinking, planning, prioritization and execution skills.
6. Effective attention to detail and a high degree of accuracy.
7. Must be able to effectively communicate both verbally and in writing at a professional level with proper grammar and language.
8. Highly proficient in Microsoft Office.
9. The incumbent must be confidential in all aspects of their employment.
10. This employee must recognize that they are a public servant and must show utmost respect always when dealing with other staff, general public and Council.

**Hours of Work:**

This is a union position that operates in the Corporate Services Department. Regular hours of work are Monday to Friday, 9:00 am to 4:30 pm (32.5 hours per week).

**Qualifications:**

Applicants for this position must be a graduate of a recognized post-secondary institution with a degree or diploma in secretarial science or equivalent with a strong understanding of public sector operations plus a minimum of five years related administrative experience. A degree or diploma in environmental sciences, knowledge of building inspection and waste diversion processes, and a demonstrated knowledge of local government would be considered assets.