

Position Description

Position Title:	Executive Assistant
Reports to:	Chief Administrative Officer
Direct Reports	-
Status:	Regular Full-time
Department:	Administrative
Hours of work:	8:30am to 4:30pm (attendance at evening meetings as required)
Updated:	July 2026

SCOPE

Reporting directly to the Chief Administrative Officer, the Executive Assistant provides high level, efficient, confidential, and professional administrative support to the Chief Administrative Officer, Mayor, and Council. They are essential in maintaining good communication among all parties. They must be able to take initiative make appropriate decisions within the scope of the position.

QUALIFICATIONS

- Diploma or certificate in Office Administration, Business Administration, or a related discipline from a recognized post-secondary institution.
- A minimum of two (2) years administrative experience.
- Advanced proficiency with Microsoft Office 365, including Word, Excel, Outlook, Power Point and Teams.
- Ability to learn, administer, and support new technology platforms and software applications used by the Town.
- Strong interpersonal and customer service skills with the ability to interact professionally with Council, staff, stakeholders, and members of the public.
- Supports a collaborative, team-oriented approach to working with others.
- Takes initiative and is committed to learning and professional development.

ROLES AND RESPONSIBILITIES

- Provide confidential administrative and executive support to the Chief Administrative Officer, Mayor, Council, and assigned committees.
- Coordinate and administer Council and advisory committee meetings, including the preparation and distribution of agendas, meeting materials, minutes, and follow-up actions.
- Maintain official municipal records, documents, and information management systems in accordance with legislative and organizational requirements.
- Prepare, review, and coordinate a variety of correspondence, reports, policies, bylaws, procurement documents, and other administrative materials.
- Conduct research, compile information, and prepare summaries and recommendations to support informed decision-making.
- Coordinate public notices, advertisements, and statutory notifications in accordance with legislative requirements.
- Respond to inquiries from elected officials, staff, external agencies, and members of the public in a professional and timely manner.
- Coordinate calendars, meetings, travel arrangements, special projects, events, and other administrative activities.
- Maintain and update municipal websites, electronic meeting management systems, and other technology platforms associated with the position.
- Provide administrative support to assigned committees, emergency management initiatives, and other corporate or departmental projects as required.
- Assist with the development, implementation, and continuous improvement of municipal policies, procedures, and administrative processes.
- Provide backup support for operational functions, as assigned.
- Oversee confidential and sensitive information with discretion, professionalism, and sound judgment.
- Demonstrates initiative and strong problem-solving skills by assessing situations, identifying practical solutions, and making informed decisions.
- Organize, prioritize, and manage multiple competing responsibilities while maintaining a high degree of accuracy, attention to detail, and customer service
- May be assigned as staff lead for citizen advisory committees
- Perform other related duties and special projects as assigned.