

CAREER OPPORTUNITY



Executive Assistant to the Chief Administrative Officer

Mount Pearl is a vibrant, progressive community with an exceptional quality of community life and a strong sense of home. We are home to 23,000 people who live, work and play here and our economy is dynamic and rooted in innovation and excellence. We are seeking a person who is strategically focused on the continual growth and community development of Mount Pearl.

The role

Reporting to the Chief Administrative Officer (CAO), the Executive Assistant provides administrative support to the CAO and members of the CAO's team. This position requires an experienced, reliable and task-oriented individual. The Executive Assistant will work directly with the CAO primarily during working hours but will be required to support the CAO in important after-hours situations from time to time. The EA will be responsible for performing several administrative duties including such tasks as preparing reports and presentations, handling calls, and managing budgets and other financial matters. Responsible for coordinating projects that may involve working with all levels of management and staff. The Executive Assistant will also be responsible for managing the CAO's calendar, meetings and other administrative matters such as budget and expenses. The EA must be extremely organized, efficient and able to function in a fast-paced environment. The Executive Assistant will need to have great interpersonal skills. The EA requires the ability to multi-task, strong decision-making skills, verbal and written communication skills, and attention to detail.

The ideal candidate

The ideal candidate will possess progressive office management experience (minimum of 5 years) in a client focused environment, supplemented by a 2-3 post-secondary education program in business or office administration, or any equivalent combination of experience and training that is acceptable to the City.

Our team is the place for you!

The City offers a respectful, safe and exciting work environment focused on public service, competitive compensation of \$58,000 to \$73,000 per annum, comprehensive programs in health and wellness, and a defined benefit pension plan.

Application deadline is Friday, September 27, 2019, at 4:00 pm.

Interested applicants may apply, in confidence, by submitting a cover letter and resume in PDF format referencing the competition number Competition Number: EA-CAO,2019-47-EX to recruitment@mountpearl.ca.

The City thanks all interested applicants. Selected applicants will be notified if invited for an interview. To check the status of the competition or view the detailed job description please visit our website at <http://mountpearl.ca/jobs/> or contact Human Resources at 709-748-1094.

POSITION TITLE: Executive Assistant to the CAO

DESIGNATED SUPERVISOR: Chief Administrative Officer

DEPARTMENT: Office of the CAO

SUMMARY OF FUNCTIONS:

Reporting to the Chief Administrative Officer (CAO), the Executive Assistant provides administrative support to the CAO and members of the CAO's team. This position requires an experienced, reliable and task-oriented individual. The Executive Assistant will work directly with the CAO primarily during working hours but will be required to support the CAO in important after-hours situations from time to time. The EA will be responsible for performing several administrative duties including such tasks as preparing reports and presentations, handling calls, and managing budgets and other financial matters. Responsible for coordinating projects that may involve working with all levels of management and staff. The Executive Assistant will also be responsible for managing the CAO's calendar, meetings and other administrative matters such as budget and expenses. The EA must be extremely organized, efficient and able to function in a fast-paced environment. The Executive Assistant will need to have great interpersonal skills. The EA requires the ability to multi-task, strong decision-making skills, verbal and written communication skills, and attention to detail.

MAJOR DUTIES AND RESPONSIBILITIES:

- General Day to Day
 - greeting visitors and determining access to appropriate parties.
 - managing correspondence.
 - interacting with residents when appropriate and problem solving. Document the complaints and develop an appropriate course of action. Report problems to CAO when they cannot be resolved for attention.
 - meet with groups or individuals on behalf of the CAO.
 - manage the CAO's office.
 - provide clerical and general office support to other offices. Delegate tasks and responsibilities to other staff members when appropriate.

- Provide confidential and high-level administrative support to the CAO and members of her/his team, to ensure a high level of personal and office organization and efficiency:
 - maintain files and ensure prompt action and confidentiality.
 - reading and analyzing submissions, letters, agendas, memos and determining significance; routing to appropriate personnel in a timely and efficient manner. Prepare CAO responses to routine memos, letters or correspondence.
 - manage communication including calls and visitors, telephone, texts, email messages, departmental mail.

- compose correspondence, prepare mail outs, coordinate responses, track correspondence to ensure follow-up and on time completion.
 - type, format and edit correspondence, presentations, reports and other documents, proofread material for accuracy.
 - maintain electronic files and Laserfiche records on a variety of related subjects including confidential items.
- Manage the CAO's time schedule, arrange meetings, compile background information and coordinate ongoing scheduling requirements:
 - compile information and materials;
 - conduct research on related topics; and
 - arrange travel, including booking flights/hotels/cars/itinerary and preparing expense claims for the CAO's review and signature.
- Support the CAO's mandate:
 - foster positive working relationships with Council committees, colleagues, external stakeholders and the general public; and
 - interact with the general public on related inquiries providing timely responses.
- Assist with internal and external meetings and special events:
 - coordinate the logistics for meetings;
 - prepare agendas, compile related information, prepare draft presentations and agenda/information packages;
 - serve as recording secretary for committees, prepare agenda, minutes, follow-up correspondence and submissions to Council, identify action items, and ensure timely follow-up;
 - compile briefing notes.
- Provide relief for City Clerk
 - during all absences for breaks/leave/sick days, etc.
 - prepare briefing packages for Council prior to each Council meeting
 - attend Council meetings, takes notes.
 - finalize notes and submit to the CAO for approval prior to distribution.
- Coordinate financial activities:
 - generate financial reports;
 - incorporate financial information in reports;
 - obtain price quotes, reconcile purchasing card statements;
 - process accounts payable items;
 - prepare purchase orders for signature;
 - assist in tender preparation and processing;
 - ensure payroll documents are processed and submitted to the payroll department in a timely fashion.

- Coordinate finances, assist with budget preparation.
- Prepare checks for signature and review.

- Provide support to the Office of the CAO:
 - advise employees on operational procedures, methods, and policy matters;
 - maintain attendance records and process leave forms;
 - process related human resources documents and ensure timely completion and action;
 - assist with economic development reporting functions including administering of the internal vacancy report, validation of findings and identification of discrepancies;
 - support various projects; and
 - participate on committees and carry out short-term projects as assigned.

- Perform other related duties as required.

Note:

The above statement reflects the duties necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the duties of the job.

QUALIFICATIONS:

- Completion of a 2 or 3-year post-secondary education program in business administration at the college level.
- Five years or more experience working for senior leaders in an organization or any equivalent combination of experience and training that is acceptable to the City.
- Key competencies include:
 - considerable knowledge of principles and practices of office management and of current office procedures, systems and equipment.
 - considerable knowledge of the policies, regulations, procedures and services of the City of Mount Pearl.
 - knowledge of basic accounting principles and practices.
 - knowledge of various computer software packages including significant experience with Microsoft Suite (Excel, Word, Power Point, Access, Outlook).
 - demonstrated
 - customer service focus.
 - flexible and positive approach and initiative in completing assignments.
 - LEAN/Make it Better approach, following City's goals and objectives in identifying and implementing LEAN/Make it Better practices in carrying out tasks, processes, and projects.

Ability to:

- Respond to after hour telephone calls/text messages/emails.
- Manage workload and prioritize tasks in a fast pace corporate environment.
- Efficiently and effectively organize an office and provide administrative support to a team with a focus on process improvement.
- Maintain confidentiality.
- Establish and maintain effective working relationships.
- Analyze by reviewing, comparing and interpreting information contained in files, records, statements or other documents.
- Learn new skills and participate in training.
- Solve or recommend solutions or problems.
- Work independently on a variety of assigned tasks or confidential matters and to use judgment in decision making, including determining priorities.
- Maintain administrative, fiscal and City records and to prepare reports or presentations using these records.
- Communicate effectively with members of the public in a responsible and professional manner.
- Establish and maintain cooperative and productive working relationships.
- Contribute as a team player with personal commitment to the City's mission, values and guiding principles and safety.



Chief Administrative Officer

September 13, 2019