

## CAREER OPPORTUNITY



### **Executive Assistant Engineering Services**

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 Director of Infrastructure and Public Works, the Executive Assistant provides executive support to the Director and administrative support to the Engineering Services team which requires independent judgment and initiative. The position coordinates the Executive and Administrative activities of the Engineering Services Office and responds to requests and/or appropriately redirects action items. The position also acts as the administrative liaison with internal and external sources; coordinates meetings, prepares agendas, records meeting notes/minutes and prepares action items; and supports a high quality of client service.

Work is performed with considerable independence with only unusual or difficult problems referred to the Director for guidance. Judgment is required in identifying priorities in daily routines and ensuring deadlines are met. The work may involve matters of a sensitive or confidential nature, including staff, financial, contractual agreements and matters involving consultants and engineering projects. Work is reviewed through regular verbal updates and observation of results obtained.

#### **The ideal candidate**

The ideal candidate will possess progressive office management experience (minimum 5 years) in a client focused environment, supplemented by a diploma in Office Administration from a recognized educational institution; 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 \$54,541 to \$68,176 per annum, comprehensive programs in health and wellness, and a defined benefit pension plan.

**Application deadline is Friday, February 28, 2020.**

Interested applicants may apply, in confidence, by submitting a cover letter and resume in PDF format referencing the competition number Competition Number: IPW-2020-04-EX to [recruitment@mountpearl.ca](mailto: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/>.

## **JOB DESCRIPTION**

---

<b>POSITION TITLE:</b>	<b>Executive Assistant (Engineering Services)</b>
<b>DESIGNATED SUPERVISOR:</b>	<b>Director of Infrastructure and Public Works</b>
<b>DEPARTMENT:</b>	<b>Infrastructure and Public Works</b>

---

### **SUMMARY OF FUNCTIONS:**

Reporting to the Director of Infrastructure and Public Works, the Executive Assistant provides executive support to the Director and administrative support to the Engineering Services team which requires independent judgment and initiative. The position coordinates the Executive and Administrative activities of the Engineering Services Office and responds to requests and/or appropriately redirects action items. The position also acts as the administrative liaison with internal and external sources; coordinates meetings, prepares agendas, records meeting notes/minutes and prepares action items; and supports a high quality of client service.

Work is performed with considerable independence with only unusual or difficult problems referred to the Director for guidance. Judgment is required in identifying priorities in daily routines and ensuring deadlines are met. The work may involve matters of a sensitive or confidential nature, including staff, financial, contractual agreements and matters involving consultants and engineering projects. Work is reviewed through regular verbal updates and observation of results obtained.

### **MAJOR DUTIES & RESPONSIBILITIES:**

- City of Mount Pearl Mandate
  - Support the City of Mount Pearl mandate;
  - Foster positive working relationships with council committees, colleagues, consultants and the general public.
- Office Organization
  - Provide support to the unit to ensure a high level of personal and office organization and efficiency;
  - Anticipate future requirements, maintain bring forward/keep in view files and ensure prompt action and confidentiality;
  - Develop office procedures, forms and processes to ensure efficiency;
  - Clothing – Arrange for issue and replacement of city branded clothing for 'internal staff' (Unionized staff and management) as per collective agreement;
- Director's Schedule
  - Manage the Director's time schedule, arrange meetings, compile background information and coordinate ongoing scheduling requirements;
  - Compile information and statistics;
  - Conduct information searches on related topics, via Council Minutes and Committee of the Whole Meeting notes and departmental files;
  - Arrange travel, including itinerary, agenda, background and current information.



## JOB DESCRIPTION

- **Engineering Services Support to Division**
  - Provide support to the Division and Department as required;
  - Prepare *New Staff Hires* and/or *Termination Checklists* and submit to Human Resources;
  - Advise employees on operational procedures, methods, and policy matters;
  - Process and maintain attendance records;
  - Support departmental projects;
  - Participate on various committees and carry out short-term projects related to task group assignments;
  - Update schedules for events and construction (water shutdown, public information sessions, etc.);
  - Review Engineering Services information on the City's website and advise Communications of updates.
- **Departmental Committee – IPW Committee**
  - Coordinate and compile items for Committee Agenda; edit briefing notes as required;
  - Serve as recording secretary for committee, draft meeting notes, prepare follow-up correspondence and Council submissions, identify action items and ensure timely follow-up.
- **Meetings – Internal and External**
  - Assist with internal and external meetings and special events;
  - Coordinate the logistics for meetings;
  - Prepare agendas; compile related information; prepare agenda packages.
- **Project Administration**
  - Maintain project *Master List for Project Management Registry*;
  - Set up and maintain electronic file folder structure for all related project information;
  - Prepare all contract payments for all capital works and city-funded projects;
  - Track and store all related project information, contract amounts, approvals, minutes of council, change orders, etc.;
  - Assist with the amendments/return of *Letters of Credit* to developers or deposits to contractors as required.
- **Records Management**
  - Coordinate and administer to the RNC and IPW staff the distribution and coding of all key fobs to both the RNC building and the IPW building;
  - Subdivisions Binders
    - Maintain all information electronic and hard copy related to subdivisions;
  - Permits – Newfoundland Power, Street Excavation, Environmental, Special -Wide Load, Telecommunication Lines
    - Respond to requests, noting files have been received and are currently being reviewed; as well as, maintain all electronic information and ensure timely response for requests for permits;
  - Ensure efficient records management and maintain electronic files on a variety of related subjects;
  - Archive files as required;

## JOB DESCRIPTION

- Ensure information is current and required updates or renewals are flagged; and
- Maintain up-to-date email and mail distribution lists.
- Communications
  - Manage all communication received by the department, screen calls and visitors, record messages, act upon and/or redirect;
  - Seek appropriate technical information/response information and ensure timely response via telephone or email;
  - Citizen Reporter - review, action and follow up on items when received and as necessary;
  - Open mail, record, scan and distribute appropriately, ensure timely response if required;
  - Compose correspondence, prepare mail-outs, coordinate responses, track correspondence to ensure follow-up and on time completion;
  - Type and format correspondence, reports and other documents, proofread material for accuracy.
- Street Lights
  - Report '*street lights out*' to Newfoundland Power and monthly follow up as required.
- Budget Process
  - Assist in the budget process as required;
  - Assist with gathering of historical and current information for the regular City capital and Council capital budgets by means of review and search of IPW Committee and Committee of the Whole Meeting Notes for related items;
  - Generate reports from the MAIS system;
  - Incorporate financial information in reports and presentations;
  - Monitor expenditures, obtain price quotes, purchase supplies, reconcile purchasing card statements, assist with tender documents;
  - Prepare payroll documents (timesheets).
- 'Back Up Role' for Executive Assistant (EA) for Infrastructure Public Works
  - Provides 'back up', as required, to Director of Infrastructure and Public Works:
- Other Related Duties
  - 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:

Progressive office management experience (minimum 5 years) in a client focused environment, supplemented by a diploma in Office Administration from a recognized educational institution; 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.



## JOB DESCRIPTION

- Considerable knowledge of the policies, regulations, procedures and services of the Department including a knowledge of engineering environments.
- Knowledge of basic accounting principles and practices.
- Knowledge of various computer software packages including Microsoft Office Suite is required. Knowledge of Corel Draw would be an asset.
- Demonstrated "Customer First" service treatment of customers, partners and colleagues.
- Demonstrated flexible and positive approach and initiative in completing assignments.
- Ability to efficiently and effectively organize an office and provide administrative support to a team with a "do different, not more" approach.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with staff, members of committees and management boards, community groups and the public to effectively and discreetly convey information.
- Ability to analyze by reviewing, comparing and interpreting information contained in files, records, statements or other documents.
- Ability and interest in learning new skills and participating in training.
- Ability to select and compile such information to meet objectives, to solve or recommend solutions or problems.
- Ability to work independently on a variety of assigned tasks or confidential matters and to use judgment in decision making including determining priorities.
- Ability to maintain administrative, fiscal and city records and to prepare reports or presentations using these records.



City Clerk

February 18, 2020