

**Cavan Monaghan  
Job Description**

Position: **Executive Assistant to Corporate Services**

Reports to: Chief Administrative Officer

This Job Description is effective: April 2024

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### **Job Summary**

As a member of the Corporate Services department this position provides full administrative support to the CAO's Office, Clerk, Deputy Clerk and Council, including Human Resource Administration. This position also ensures effective coordination and communication between respective departments to ensure efficient operations. This position conducts research, completes assigned project work, manages documents, and provides overall administrative support. Confidentiality is essential in this position.

The Executive Assistant to Corporate Services ensures that the departments are well organized, efficient, and responsive to the needs of the internal and external stakeholders.

### **Duties and Responsibilities**

- Full administrative support to Corporate Services.
- Assists with the research, implementation and maintenance of various Municipal policies and procedures and programs.
- Preparing of reports, minutes, forms, correspondence, receipts, coordinating conferences/seminar registration, document tracking and maintaining contact lists.
- Organize and complete Council member registration for all professional development activities such as training, conferences, and seminars.
- Assists with Human Resources or sensitive material.
- Assists with the corporate calendar, coordinating appointments, events, and Council activities.
- Researches and assembles background information to support activities for special projects including grants and funding opportunities.
- Assists with the maintenance of the corporate insurance program including the addition of new assets and certificates of insurance.
- Assists with the organization of special events within the Township, as directed.
- Assists with identifying departmental information to be included on the Municipal website and ensures that the information maintains accessibility standards and is current and updated on a regular basis.

- Provides back-up support with the preparation of agendas, By-laws, background material and all related correspondence for Council and Committees.
- Acts as a recording secretary under the direction of the Clerk including Committees of Council.
- Provides administrative support for cemetery information management.
- Assists with organizing and administering the municipal election.
- Provide support on Health and Safety compliance maintaining awareness of Occupational Health & Safety Act requirements.
- Assists all departments in efficient and effective maintenance of the Townships records in accordance with the Records Retention By-law including the maintenance of the electronic records management system and proper destruction of records.
- Assists with the archiving and indexing of corporate records and policies acting as a primary back up for records retention.
- Assists with preparation of Tenders, Requests for Proposals and Requests for Quotations, as required.
- Assists in maintaining the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Assists with the inquires and processing requests in accordance with MFIPPA, including coordinating requests to staff and following up to ensure that all appropriate information is within legislated timelines, redacting information as necessary, and preparing correspondence and records for disclosure.
- Attend related training and development as required.
- Provides coverage for departments when necessary.
- Additional duties and special projects as assigned based on department and organizational needs.

### **Work Environment**

Typical office area with limited travel. Normal office hours, Monday through Friday. Attendance at Council and Committee meetings is mandatory as required by the Township. Work activities require intermediate periods of moderation physical effort such as standing or sitting in one place. Work activities involve need to concentrate for intermediate durations at a time, with tasks requiring close attention.

## **Job Knowledge/Education**

- Minimum 3 years Diploma or University Degree in public or business administration, public relations.
- Completion of the AMCTO Municipal Administration Program, or willingness to complete.
- Experience in a municipal or public-sector environment.
- Experience with communications and customer service.
- Experience with the use of Social Media.
- Knowledge of records management.
- Experience in proofreading material for grammar. Spelling and readability including experience with accessibility design standards.
- Proficient utilizing of MS Office software applications. Advanced ability to operate computerized accounting, spreadsheet, word processing, graphics, and website/software programs at a highly proficient level.
- Demonstrated experience in organizing meetings, including preparation of agendas, minute-taking and post-meeting follow-up with great attention to detail and accuracy.
- Ability to work outside regular business hours, as required.
- Analytical and problem-solving skills.
- Effective verbal, presentation and listening communications skills.

Please note: The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational or operational requirements.

**Reviewed By:**

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**Chief Administrative Officer**

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**Date**