

EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE MAYOR**Role Summary**

This position provides executive administrative, research, and communications support to the Mayor. The Mayor's Executive Administrative Assistant maintains and prepares confidential records and correspondence, undertakes research and special projects, prepares briefing notes, schedules meetings and organizes presentations.

The position requires a high level of confidentiality, sound judgement, diplomacy, an understanding of the organization's strategic priorities and the ability to thrive in a fast-paced environment. Considerable independence of action and judgement is required when providing administrative support and when dealing with officials, department heads, employees and the general public.

This position reports to the Executive Administrative Assistant to the CAO and provides continuity of coverage for this role when required.

Qualifications

- Two years post-secondary education in areas such as business administration, public administration, communications.
- Four years' experience at a senior professional support level.
- An equivalent combination of education and experience in related areas may be considered.
- Experience handling and maintaining confidentiality when handling sensitive information.
- Experience with office administration procedures such as planning and organizing meetings, calendar management and travel requests.
- Experience in word processing and other computer applications such as spreadsheets, databases, Internet and mail tracking systems.

Knowledge, Skills and Abilities

- Advanced executive administrative skills including ability to write comprehensive speeches, speaking notes and briefs, with support from Communications.
- Strong oral, interpersonal and written communication skills.
- Ability to effectively manage multiple tasks under tight timelines and use initiative to plan, organize and make sound decisions on competing priorities, including conflicting deadlines.
- Excellent knowledge of office practices, procedures, business English and standard office equipment.
- Critical and innovative thinking to support problem solving/analysis.
- Ability to be flexible and must possess sound judgement.
- Ability to conduct research, undertake specialized studies, analyze information, evaluate options and develop recommendations.
- Ability to deal appropriately with sensitive issues and confidential information.
- Proven problem solving and implementation capacity using creative thinking while following tight deadlines with limited resources.
- Ability to effectively use a variety of computer technology, office systems, social media and web authoring tools.
- Ability to effectively deal with citizen complaints, requests for information or services.
- Strong interpersonal, communication and facilitation skills.
- Ability to effectively and efficiently plan, organize and manage workload and projects. Set priorities and meet deadlines and work under pressure.
- Ability to maintain a high level of confidentiality.
- Local Government Knowledge is considered an asset.

Major Accountabilities

- Manages the Mayor's calendar by determining priorities and urgent situations, scheduling meetings or time, and making changes and adjustments.
- Screens incoming phone calls and visitors to determine the nature and priority of the inquiry or request, including media requests.
- Identifies emerging issues, determines their urgency/priority, gathers and compiles background information.
- Arranges meetings and events with a variety of participants and coordinates the logistics.
- Facilitates the preparation of materials for meetings.
- Provides administrative support to Mayor's committees and boards, including preparation and distribution of agendas, minute taking and day-to-day enquiries, liaising with Legislative Services as required. This includes posting to the website as required.
- Composes, prepares, proofreads and/or edits routine and non-routine correspondence, briefing notes and speeches based on information or notes provided, for the approval and signature by the Mayor. Files correspondence according to current Records Management best practices.
- Makes travel arrangements and completes all related travel authorizations and expense reimbursements on behalf of the Mayor.
- Develops and maintains a tracking system to ensure correspondence, submissions, etc., are completed within critical timelines.
- Provides administrative support to Council members.
- Performs other related work as required.

Original Date: March 2018

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