



The Municipality of South Bruce

Full-Time Contract Executive Administrative Assistant Position

The Municipality of South Bruce is seeking an enthusiastic, customer service-oriented individual to fill a one-year full-time contract Executive Administrative Assistant position.

The Municipal Executive Administrative Assistant will work with the CAO/Clerk assisting with coordination of human resources matters, computer technology, project execution and administrative activities related to economic development, website maintenance, policy and strategic support. The ideal candidate will be organized, detailed oriented with strong public relations and interpersonal skills.

Minimum Qualifications:

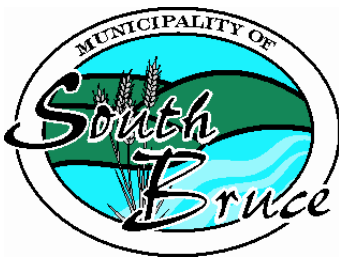
- Two year College Diploma in Business, Municipal or Office Administration an asset.
- One year administrative experience preferably in a municipal environment.
- Excellent knowledge, training and experience in human resources an asset,
- Excellent verbal and written communication skills
- Strong public relations and interpersonal skills
- Excellent computer skills, including proficiency in Microsoft Office
- Good organizational skills.

Interested candidates are invited to apply by submitting their resume with covering letter **by 12:00 noon on Friday December 1, 2023 to:**

Rhonda Niesen
Municipality of South Bruce
21 Gordon Street E
P.O. Box 540
Teeswater, ON N0G 2S0

Resumes may also be forwarded to rniesen@southbruce.ca in either Word or Adobe format.

We thank all applicants who apply, however, only those considered for an interview will be acknowledged. The Municipality of South Bruce is an Equal Opportunity Employer. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. In accordance with Accessibility for Ontarians with Disabilities Act, the Municipality is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. If you require accommodation, please indicate in your application to ensure your participation in the recruitment and selection process.



POSITION DESCRIPTION

POSITION TITLE: **Executive Administrative Assistant**

DEPARTMENT: Administration

SALARY GROUP: #6

GENERAL SUPERVISOR: Chief Administrative Officer

POSITION SUMMARY:

Provides support to the CAO by providing progressive and professional executive administrative assistance to ensure excellent customer service to internal and external stakeholders. The role provides administrative support to the CAO. Works with various members of the Senior Management team assisting the CAO with coordination of project implementation, administrative activities related to economic development, health & safety, policy and strategic alignment, and Human Resources.

MAJOR TASKS:

Administration

- Provides administrative support for the Chief Administrative Officer
- Maintain and ensure confidentiality of staff and customer's records as provided for under the Freedom of Information and Privacy Act
- Assist the CAO with implementation of the Corporate Strategic Action Plan and various corporate plans in conjunction with the CAO and Senior Management Team through the collaborative development of annual work plans and programs and assists with preparation of ongoing updates and yearly reporting.
- Provide Customer Service and back up to other staff as necessary.
- Assists with scheduling meetings and management of meeting schedules and preparation of materials and/or agendas, where necessary.
- Assists with office maintenance and coordinating outside agencies or staff as required.
- Assists with attending to health & safety matters as required.

Human Resources Assistance

- Aid in preparing and drafting Human Resource policies and procedures.
- Prepares and provides for the delivery of employee orientation sessions, personnel policies and related Human Resource publications and manuals.
- Maintain and Update employee HR and training files
- Assist Department Heads in the recruitment processes including but not limited to advertising, preparation of job descriptions, follow-up, etc.
- Provides support for human resource matters, including recruitment, reference checks
- Assist Department Heads with scheduling and preparation of performance reviews

Economic Development Support

- Works with the CAO and Economic Development Coordinator on economic development projects and initiatives.
- Research, facilitate and promote opportunities for economic and business development.
- Maintains and updates the Municipality's Community & Business Directory.
- Assists with social media & website content, communications, and campaigns by authoring, editing and updating content on a regular basis.

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- Provides support and assistance with business retention & expansion efforts.
 - Research and prepare applications for available grants and municipal economic initiatives.
 - Member of the Tourism Committee – Support and direct initiatives of this committee
 - Attends committee meetings as requested by CAO on behalf of the municipality as a representative of the municipality.
 - Identifies and suggests initiatives to the CAO for opportunities to engage community development.

Information and Technology

- Assists staff with computer issues and coordinates resolution of computer hardware and software problems with the service provider and technical support, if required.
- Website Administration providing day to day maintenance and updates of the Municipal Web Site
- Other duties as assigned.

Other

- Assists in establishing, maintaining, and achieving goals, objectives and work plans.
- Remains current on and adheres to Municipality of South Bruce policies and procedures.
- Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures
- Performs other related tasks as assigned by management.

EDUCATION:

- Preferred
 - Two-year community college Business Administration diploma, or equivalent experience;
 - Certification in Human Resources or equivalent experience and asset
 - Web design experience or education an asset.

QUALIFICATIONS:

- Excellent knowledge, training and experience in human resources,
- Good administrative skills, knowledge of office practices and computer skills such as Word and Excel, and a working knowledge of data-base computer programs and web site administration.
- Good organizational skills and an understanding of appropriate legislation, and municipal policies and by-laws required.
- Excellent verbal and written communication skills.
- Good understanding of computers, software programs and networking systems.

CONDITIONS OF EMPLOYMENT: Must be able to work independently and meet deadlines. Full-Time is based on a 35-hour work week conducted during normal office hours between 8:30 a.m. until 4:30 p.m., Monday to Friday. A flexible one-hour lunch period ensures customer service interruptions and delays are kept to a minimum at all times.

Prepared By: LM
Effective Date: November 17, 2023

Approved By: CAO/Clerk