



VILLAGE OF MANNVILLE

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JOB DESCRIPTION

Executive Assistant

Reporting directly to the Chief Administrative Officer, the Executive Assistant is responsible for providing administrative support to the CAO, Mayor and Council.

1. Key Responsibilities:

- a. Provide Administrative Support to the CAO, as well as support to Mayor and members of Council as required;
- b. Preparing Agenda's and minutes up to Municipal Standards for Council Meetings (required to attend all Council and/or Committee Meetings on a monthly basis);
- c. Thorough understanding of procedures of Council meetings and provide support to CAO in meetings, passing of bylaws, coordinate communications with delegations, Directors, and Committee members;
- d. Maintain thorough knowledge of the Administrative process and high-level understanding of the Department's functions;
- e. Act as administrative liaison within/outside the department; co-ordinate information and background material to assist in dealing with correspondence or inquiries requiring attention and for use at meetings;
- f. Manage daily workload, set priorities and meet required deadlines with conflicting demands and changing priorities;
- g. Draft correspondence, replying to/initiating action on routine matters;
- h. Co-ordinate and schedule municipal functions, community special events;
- i. Draft communications, including media releases, speaking notes, research reports, etc.;
- j. Arrange appointments, receive and respond to email or phone inquiries from public to the Mayor's Office;
- k. Other duties as assigned;
- l. Co-ordinate meetings on multiple calendars, make travel arrangements; organize and complete Council registration at training events, conferences/workshops/seminars, including travel arrangements and expense reports.

2. Require Qualifications:

- a. Minimum Grade 12 diploma;
- b. Completion of an office administration certification or other related designation;
- c. Minimum 3-5 years' experience as an executive assistant or as a senior-level professional in a similar environment;
- d. Extensive knowledge of Microsoft Office;
- e. Consideration will be given to an equivalent combination of education and experience;

3. Skills & Abilities:

- a. Strong conflict management, problem-solving and critical thinking skills;
- b. Ability to support a leadership team with practical input;
- c. Comfortable interacting and working with senior level positions;
- d. Adaptable and able to shift focus frequently with exceptional time management skills;
- e. Can do attitude – able to meeting challenges, handle pressure, and resolve problems while maintaining a positive focused outlook;
- f. Exceptional oral and written communication skills;
- g. Exhibit high level of professionalism, confidentiality and discretion with regard to private information;
- h. Flexibility with a willingness to do some overtime;
- i. Other duties as assigned.

