

County Manager Department | Permanent Full-Time Position | Monday - Friday | 8:30am - 4:30pm

## The Opportunity

Due to an upcoming retirement, Lacombe County is recruiting for a skilled **Executive Assistant**.

Reporting to the County Manager, this senior-level administrative position provides comprehensive administrative support to the County Manager. This position works in cooperation with Council, staff, other government bodies, and the general public.

The **Executive Assistant** is primarily responsible for coordinating the day-to-day activities of the County Manager's office, for the preparation of Council meeting agenda packages and minutes, and for providing legislative, governance and procedural support.

## Key Responsibilities

### Provide senior level administrative support to the County Manager:

- Be the first point of contact to access County Administration; respond to public inquiries (in person, online, and over the phone) on behalf of the County Manager.
- Provide high-quality, professional administrative support including: composing confidential and complex correspondence, assisting with the preparation and amendments of bylaws, policies, procedures, letters, and administrative directives for the department, preparing meeting notes and presentation materials, etc.
- Manage and monitor the County Manager's calendar. Respond to events, schedule appointments and provide support in meeting appointments and deadlines.
- Coordinate special projects, activities and events as requested by the County Manager and attend events and functions as required.

### Provide professional legislative support to Council:

- Prepare agendas, minutes, and relevant background materials for Council.
- Attend Council, committee and other pertinent meetings; responsible for meeting decision follow-up and associated processes.
- Assist with documentation, reporting, appointments, events, and deadlines pertaining to Council.
- Register Council Members for events and conferences. Plan for accommodations and travel arrangements.

### General responsibilities:

- Serve as an information resource for the organization regarding various matters. Develop an in-depth understanding of the Municipal Government Act, Council bylaws and policies, other relevant legislation, County processes, etc.



## Key Qualifications

- Post secondary education in Office Administration or a related program.
- A minimum of five years of progressively responsible related experience with at least 2 years of experience providing senior level administrative support. Experience supporting elected officials and/or executives in a municipal setting is an asset (but not required).
- A high level of competence using Microsoft 365 and a variety of office and web based applications. Working knowledge of SharePoint is an asset.
- Exceptional written communication skills with an eye for detail, spelling, punctuation, flow, consistency and accuracy.
- Proven ability to effectively manage multiple and competing priorities while consistently meeting deadlines. Strong time management skills combined with the ability to work independently is required.
- Established ability to demonstrate sound judgment and tact when dealing with confidential, and/or political sensitive matters.
- Skilled at establishing and maintaining effective relationships and communications with internal and external stakeholders. Exemplary customer service skills required.
- Must be able to work flexible work hours based on job demands (i.e. attend evening meetings etc).

## Why Lacombe County?

Lacombe County is committed to maintaining a vibrant, healthy, safe, caring and inclusive work environment. We hire great people who are looking to contribute to our respectful workplace. We support a work-life balance and offer an excellent compensation package including:

- A Pension for Life! This position participates in the Local Authorities Pension Plan, a defined benefit pension plan, where a monthly pension is paid to you for life upon retirement.
- A comprehensive group health and dental plan plus an annual health/wellness spending account.
- Professional development support and opportunities.
- Participation in the flex-time program (work additional time during the work day to earn additional time off).
- A flexible work-from-home program.
- Annual vacation that increases with each year of employment, and more.

**To express interest, please forward your application no later than  
8AM, February 2, 2023 to: [hr@lacombecounty.com](mailto:hr@lacombecounty.com).**

***\*Interviews will be scheduled in February\****

We thank all applicants for their interest; however, only those invited for an interview will be contacted.

**Please note:** All applicants must be legally entitled to live and work in Canada. This competition may remain open longer until a suitable candidate is found.