



Executive Assistant Job Description

Department	County Manager
Reports To	County Manager
Job Description Approval Date	January 16, 2023

POSITION SUMMARY:

In this key role, the Executive Assistant is responsible for providing a wide range of senior level administrative support for the County Manager in alignment with the organization's vision, mission and values.

This position works in cooperation with Council, staff, senior officials of municipal, provincial and federal government bodies, as well as the general public. This position is responsible for the preparation of Council and committee meeting agendas, minutes and related records, for general correspondence, and for working on special projects as directed by the County Manager.

KEY DUTIES AND RESPONSIBILITIES:

1. Act as Executive Assistant to the County Manager. This includes:
 - (a) Composing replies to correspondence on verbal instruction and own initiative;
 - (b) Receiving and responding to public inquiries, ascertaining requirements and providing assistance where necessary utilizing a general knowledge of County operations;
 - (c) Arranging appointments and gathering material as required on matters under consideration;
 - (d) Maintaining confidential files;
 - (e) Transmitting instructions to department directors and staff;
 - (f) Preparing correspondence, forms, documents and reports for signature.
2. Develop and maintain a good working knowledge of Council policies and bylaws, the Municipal Government Act and other relevant legislation.
3. Prepare agenda and relevant background material for Council, committee, and staff meetings.
4. Attend Council, committee and staff meetings and prepare minutes and necessary correspondence. Maintain a tracking system on Council and staff action items; monitor progress and follow-up on items.

5. Manage the Council event calendar, coordinate attendance at events, schedule appointments and provide Council members with assistance with meeting appointments and deadlines.
6. Develop, print, file and index new and amended bylaws and maintain bylaw binder.
7. Develop new and amended policies of the County.
8. Prepare all documentation required for the closure and sale of statutory road allowances and surveyed roads as approved by Council.
9. Assist the County Manager with the preparation of reports by reviewing them for completeness and accuracy.
10. Assist the Public Relations Committee with County functions. Maintain an inventory of public relations items.
11. Responsible for the selection and purchase of the County's corporate giveaway items.
12. Responsible for organizing employee long service awards under the guidelines of the applicable policy.
13. Responsible for administering the County's Volunteer Recognition Policy and Recognition of Special Events Policy.
14. Review daily mail as required.

GENERAL DUTIES AND RESPONSIBILITIES:

1. In accordance with the Lacombe County Occupational Health and Safety manual, perform responsibilities in a safe and effective manner in order to minimize the risk of injury, property damage, environmental damage or loss of life.
2. Assist other general office personnel as time permits. Cooperation and assistance among staff is required due to varied peak work periods and overlapping duties.
3. Develop a good knowledge of the County's operations and human resources.
4. Maintain the confidentiality of all records in the office and only release information in accordance with County policy and applicable legislation.
5. Maintain effective public relations with Council, staff, ratepayers and the general public and present a positive County image.
6. With the approval of the County Manager, and at the expense of the County, attend seminars, workshops and courses with the objective of improving knowledge and competencies related to performing assigned job duties.

7. Participate in workplace safety initiatives and meetings as required. Report to work fit for duty.
8. Perform such other duties and responsibilities as may be assigned from time to time.

QUALIFICATIONS:

1. Post-secondary education in Office Administration, Business Administration or a related program, or an equivalent combination of education and experience in a related field.
2. Minimum of five years of experience in a busy office setting providing confidential administrative support at an executive level. Demonstrated experience with performing detailed administrative duties with minimal direction.
3. Exceptional writing skills with an eye for detail, spelling, punctuation, flow, consistency and accuracy.
4. Demonstrated ability to effectively manage multiple and competing priorities while consistently meeting deadlines.
5. Able to establish and maintain effective relationships and communications with internal and external stakeholders.
6. High degree of competency with using computers; proficient in Microsoft products including Word, Excel, PowerPoint, Outlook, and SharePoint as well as web-based applications.
7. Able to demonstrate sound judgment and tact when dealing with confidential, or political sensitive matters.
8. A solid understanding of relevant municipal legislation, structure, policies, procedures and its relationships with residents, other levels of government, and the private sector is considered an asset.
9. Alignment with the County's vision, mission, and values.

WORK ENVIRONMENT AND PHYSICAL CHARACTERISTICS:

The employee typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. The employee encounters frequent interruptions throughout the work day.

In this sedentary position, the employee is regularly required to sit, talk, hear, and use hands and fingers in a repetitive motion to operate office equipment. The employee must have close visual acuity to view the computer monitor and perform reading of various types of documents.

This position involves walking or standing for brief periods of time and occasionally exerting up to 10 pounds of force to lift, carry, push, pull or otherwise move objects.