
CITIZENS FIRST THROUGH SERVICE EXCELLENCE

*We have an exciting opportunity in the **City Clerk's Department** for an experienced and motivated individual*

**COUNCILLOR EXECUTIVE ASSISTANT
4 YEAR CONTRACT - 2 POSITIONS
UP TO 1 YEAR CONTRACT - 1 POSITION
FILE 14-2087-MBX**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for: Providing administrative services to a Member of Council with a high level of tact, diplomacy and sensitivity including the handling and securing of confidential/sensitive information, screening of calls/visitors, drafting of documents, correspondence, liaising with general public/staff and external agencies. Authorizing purchase orders, and maintaining Councillor's appointment schedule. Drafting and co-ordinating the preparation of Councillor's operating budget and monitoring same. Working irregular hours on short notice and responding to Councillor's requests beyond regular work hours, as required.

Qualifications and experience:

- Community College Diploma in Business or Public Administration, or suitable equivalent.
- A minimum 4 years administrative experience preferably in an environment working for elected representatives, and/or executive/senior management.
- The ability to research and analyze information as required; composing reports and correspondence.
- Excellent organizational, time management, records management skills, and the ability to deal effectively and courteously with the public and staff.
- Technical proficiencies include Microsoft Office Applications (Word, Excel and Outlook).
- Ability to work with little or no supervision, problem solve with little direction, and adapt and work under stressful situations.
- Co-ordinating and assigning the work of part-time staff and reviewing the same.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please forward your resume in MS Word or PDF only, quoting **File 14-2087-MBX** in the subject line by **Wednesday, November 12, 2014** to:

Human Resources Department
City of Vaughan, 2141 Major Mackenzie Drive
Vaughan, ON L6A 1T1
Fax 905-832-8575
resume@vaughan.ca

Please note that only candidates selected for interviews will be contacted.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.