



Executive Assistant, Corporate Services

Competition #03-2022

For people who enjoy the outdoor lifestyle, Sparwood will exceed your expectations by offering you instant access to mountains, valleys, rivers and lakes filled with an array of fish and wildlife. Participate in fishing, hiking, mountain biking, camping, golf, numerous lake activities, hunting, cross country skiing and world class skiing and snowboarding to your heart's content.

Sparwood is an East Kootenay community of about 4,100 people living in the beautiful Elk Valley, approximately 1.5 hours away from Cranbrook, BC and 2.5 hours away from Calgary, AB - offering easy access to big city amenities while enjoying all that rural living has to offer.

The District of Sparwood has an excellent employment opportunity for an enthusiastic, highly motivated individual to join the team in the role of Executive Assistant, Corporate Services. This individual will be part of the executive team and as such should be a collaborative thinker with the ability to adapt to change and interact with people in a professional and courteous manner.

Reporting to the Manager of Corporate Services, the Executive Assistant is responsible for a wide variety of administrative duties in support of Council and the senior management team members. Primarily, this will focus on assisting the Manager of Corporate Services in fulfilling the responsibilities of the department. In doing so, the Executive Assistant is required to maintain confidentiality and professionalism while interacting with employees, Council, and the public.

The core job duties include:

- Serves as the Information and Privacy Coordinator under the direction of the Head (Manager of Corporate Services)
- Prepares agendas, meeting notices, delegation participation, records and transcribes minutes, coordinates delegation participation, and provides general support for all Council, Council Committee, and management team meetings
- Enters action trackers resulting from service requests, Council resolutions, grant administration, contract administration, and other similar records management systems
- Administers the records management system, including the filing, retention, and destruction of documents and records
- Assists with the administration of the District's Emergency Response programs, including emergency preparedness, response and recovery measures within the municipality
- Coordinates Council travel, registration, and attendance associated with functions, events, receptions, conferences, meetings, and seminars

The ideal candidate will have:

- Grade 12 with an Administration Diploma or equivalent training and experience
- Demonstrated knowledge of applicable legislation and government policies preferred
- Emergency Management Certificate or equivalent training and experience preferred
- Exceptional command of the English language, including grammar, punctuation, and spelling
- Proven ability to maintain confidences and ensure confidentiality of information and records
- Excellent computer skills, including Microsoft Office (Word, Excel, PowerPoint and Outlook) and iCompass software
- Working knowledge of the Robert's Rules of Order (Parliamentary Procedures), *Community Charter*, *Local Government Act* and *Freedom of Information and Protection of Privacy Act* would be beneficial

The probationary wage is between \$73,000 and \$75,000 and may progressively scale up to a maximum of \$82,000 which includes a full range of employer paid benefits, an earned day off program, up to 3-weeks of time off in lieu of overtime and an Active Living Pass for access to the Leisure Centre courts, fitness centre, climbing wall, pool, arena, and many of the drop-in fitness classes. More information and a detailed job description can be found on the District of Sparwood website at www.sparwood.ca.

As part of the interview process, shortlisted candidates will be required to participate in a practical portion of the interview at the District of Sparwood Main Office. Qualified applicants who are offered and accept the position may be required to complete a satisfactory pre-employment background check. This may consist of all or a combination of the following: Canadian criminal record check, an employment verification and/or an education and accreditation verification and a clean drivers' abstract.

Applicants are invited to submit their resumes, complete with cover letter, in confidence by 11:59 PM, Mountain Time on Tuesday, April 12, 2022 quoting competition #03-2022, to the attention of:

Jenna Jensen
Manager of HR & Communications
District of Sparwood
Box 520, 136 Spruce Avenue
Sparwood BC, V0B 2G0
Email to: careers@sparwood.ca