

Job Posting: Executive Assistant to the Director of Community Services and the Director of Infrastructure Services



Closing date: March 24th, 2023

Salary: \$71,228.76 - \$86,660.68 (2023 rates) plus a comprehensive benefits package, flexible working arrangements, and OMERS pension

How to apply: Submit a current resume clearly marked “**Executive Assistant to the Director of Community Services and the Director of Infrastructure Services**” to recruitment@welland.ca

About the City of Welland... At the City of Welland, we're continuously rewriting our story. Not because we don't know where we're going, but because we are constantly reaching for new heights, engaging in new approaches, and pursuing what many believe to be unattainable or too ambitious. At the City of Welland, we're not satisfied with the status quo. And we're certainly not satisfied with doing things simply because that's how they were done in the past.

We expect our population to increase to over 80,000 in the next 20 years, and serving a diverse, growing community requires strategic thinkers, norm breakers, and passionate civil servants. In Niagara, Welland's growth leads every other municipality, and the City is becoming the region's heartbeat. So, we invite you to author your chapter and contribute to the overall body of work the City of Welland is creating. At the City of Welland, your ideas are nurtured, your input is invited, a healthy work-life balance is available, and most importantly, your voice will make a difference. So, if that sounds like something you want to be a part of, we want to hear from you. We're ready when you are.

About the position... As an experienced, skilled, and organized administrative professional, your ability to multi-task and tackle the portfolios of not one but two department directors at the City of Welland is exactly what we're looking for.

Reporting to the directors of community services and infrastructure services, the EA is an integral part of the departments' success. Staying current on municipal matters, department policies, and fledging issues will be part of your routine. Your interaction with staff, Council, and the public will generate and encourage internal and external relationships.

You can view a detailed job description by visiting our website at <https://www.welland.ca/Employment/index.asp>.

The City of Welland is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. In addition, the City of Welland is committed to accommodating persons with disabilities. Should you require any accommodations, we will work to meet your needs.

All applications are held in strict confidence. We thank all applicants for their interest; however, we will only contact those selected for an interview.
No phone calls, please.

Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and is for employment assessment purposes only.