

EXECUTIVE ASSISTANT, COMMUNITY SAFETY & SOCIAL SERVICES

Position ID: J0923-0368

Job Type: Full Time

Department: Community Safety and Social Services

Number Of Positions: 1

Closing Date: October 10, 2023

Min Salary: \$59,631.00/Year

Max Salary: \$74,548.00/Year

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Executive Assistant's responsibilities are broadly delegated, providing executive support in the areas of communication, correspondence and administrative matters, also playing an important role in the overall administration of the Community Safety and Social Services Directorate to deliver an exceptional level of service to internal and external stakeholders.

The Executive Assistant supports the day-to-day needs of the Director, Community Safety and Social Services and acts as an ambassador and key contact for the Director they support. This position assists with the efficient management of workflow and schedules. Some responsibilities include calendar management, meeting and travel coordination, monitoring the Director's inbox to help manage meeting proposals, action items and address and delegate inquiries. Advanced administrative skills including the ability to write correspondence, speaking and briefing notes, consolidate presentation materials and reports is required.

The Executive Assistant triages and escalates matters appropriately, when and where required, and responds efficiently and effectively to a large volume and breadth of information and action requests, using discretion and ensuring confidentiality is maintained.

Responsibilities include:

- Act as the key contact for the Director(s) that you will be supporting. Manage and maintain meetings, conferences, and travel arrangements
- Strategic management of calendars, applying standards that provide a balance between meeting and office/work time, reflect realistic priorities in terms of who and when to book into the calendar, and allow sufficient flexibility for shifts in response to changing agendas
- Responsible for monitoring the Director's inbox to help manage meeting proposals, action items and address and delegate inquiries. Manage information and correspondence in the office, receive and assign a priority to all incoming information based on expert knowledge of priorities within the portfolio, and deal with items appropriately
- Prepare presentation materials and meeting agendas, ensure relevant information is accessible, assembled and prepared for meetings. As required, follow up on any agenda items or deliverables including coordination with facilitator and presenters to deliver materials in a timely manner
- Coordination of meeting venues and logistics. Provide support to organize meetings, virtual and in-person meetings (book meeting location, catering, travel, and equipment resources as needed). Set up and

coordinate business planning sessions, staff meetings, management meetings, and one-on-one's with direct reports

- Coordinate with stakeholders and other third parties for the organization of conferences/ schedules/ itineraries, etc.
- Support financial responsibilities such as the processing of invoices and completion of expense reports
- Use initiative and good judgment, and work in a cooperative, timely and efficient manner that is proactive in communicating and sharing information
- Work closely with other executive assistants in the organization and initiate a unified and shared approach to work, to effectively plan meetings, events and manage calendar series. Provide administrative back-up to other executive assistants during vacation and other absences

You Bring:

- A diploma in business administration, office administration or a related field
- 5 or more years' of executive administration experience, providing support to senior level management
- Experience in a municipal or government environment would be an asset
- Knowledge and understanding of Council/Committee protocol and municipal functions would be an asset
- Strong interpersonal skills, with demonstrated professionalism, discretion, and courtesy in all interactions
- Excellent written and verbal communication skills are required; experience preparing and editing relevant documentation, power point slides, communications and correspondence with accuracy and thoroughness
- Excellent organizational skills including ability to organize, plan and schedule activities and strong calendar management/scheduling skills
- Highly proficient in Microsoft Word, Power Point, Excel, Outlook, SharePoint
- Ability to exercise a high degree of confidentiality, discretion and judgment
- Ability to take initiative and perform duties in a highly proactive and responsive manner
- Comfort in dealing with individuals across all levels of the organization
- Ability to thrive in a collaborative environment with a strong capability to prioritize activities
- Ability to quickly align with shifting priorities, work assignments and timelines
- Flexible approach with an ability to work efficiently and accurately within a range of support areas related to administration with minimal supervision
- Ability to work in a fast-paced environment
- Ability to be a positive influence in a team-setting

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent and comprehensive health, dental, paramedical and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult fitness (Genesis Place, Airdrie) pass, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This is a full time role (37.5 hours per week) which includes a comprehensive benefits and pension package.

Regular hours are Monday – Friday 8:00 am – 4:30 pm. Availability during these times will be required.

Next Steps:

Candidates are invited to apply online at www.airdrie.ca.