



## **Executive Assistant Mayor & Council**

Permanent Full-time – 35 hours per week

\$74,783.80 - \$93,475.20 /annum

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

### **Come work with us!**

- Are you an executive professional who embraces the future of work?
- Are you a strategic thinker who loves to engage and work with high-performing teams?
- Do you have a passion for public service and making a positive difference in the community?

### **What is this opportunity?**

We are currently recruiting a permanent full-time Executive Assistant to Mayor and Council.

The Executive Assistant Mayor and Council reports directly to the City Manager. This position serves as an integral team member of the City Manager's Office by providing administrative assistance to Mayor and Council and supporting the overall operations of the City Manager's office. The EA works to ensure fluid communication, coordination, and continuity occur between Mayor and Council and the City Manager and as needed with Strategic Services, City Clerk, community stakeholders, corporate communications, and regional affiliates.

### **What will you do?**

- Serve as the main point of contact for all elected officials by providing a full range of confidential, complex administrative support, including managing Council and multiple individual calendars, proofreading and preparing correspondence for signature, composing letters and emails on behalf of Mayor and Council and all other related administrative needs.
- Provide exceptional customer service by demonstrating a high degree of professionalism, tact, and political acumen in prioritizing and responding to all inquiries, telephone calls, electronic correspondence, in-person visitors, and all day-to-day interactions. This can involve responding to citizen concerns and creating a Customer Service Order (CSO) to ensure the appropriate individual(s) assist them.
- Liaise with City Council, government officials, municipalities, representatives of business or community organizations, the public, and all levels of City personnel to exchange information and communicate tactfully and with discretion.
- Coordinate meetings and logistics for regional and sub-regional initiatives, preparing meeting and event folders, ensuring all pertinent information and background information is included.
- Monitor the annual budget for the Office of the Mayor and Council, including expenditures and associated administrative expenses.

- Monitor and provide input regarding improvements to the workflow process, policies and procedures, communications mechanisms, meeting mechanics, or any other function that would serve to enhance the alignment between the function of City Council and the City Manager's Office.
- Provide coverage for the Executive Assistant, City Manager and vice versa on a daily basis, and for scheduled and unscheduled absences.

### **What do you need to succeed?**

You are an ideal candidate if you have the following:

- A certificate or diploma in Office Administration or related field
- Five to seven years of progressively responsible related experience, including three years of experience providing administrative support to senior and/or executive management
- Superior verbal and written communication skills
- Experience managing multiple objectives, schedules and deadlines
- Ability to perform duties calmly and efficiently under tight timelines and work collaboratively to foster a teamwork approach
- Ability to independently prioritize, plan, coordinate, organize, lead and monitor multiple organizational projects of a complex nature simultaneously and to quickly adapt to changes in time frames
- Proficient with MS Office Suite including Outlook, Excel, Word, PowerPoint and electronic communications tools

### **Preferred:**

- Working knowledge of municipal government structure and functioning is considered an asset
- Experience supporting elected officials and/or executives in a municipal setting is an asset
- Working experience with Workday would be an asset

### **MyRewards@COL**

- Competitive salary
- LAPP pension
- Comprehensive health, dental and wellness benefits, including a generous healthcare spending account
- Professional development opportunities
- Flexible work arrangements, including a hybrid work environment and participation in an attractive Earned Day Off program
- Starting at 3 weeks' vacation per year
- Safe office location in a park-like setting
- Free parking
- Annual City of Leduc recreation pass, including access to free drop-in programs

Successful candidate must be willing to provide a current Criminal Record Check at own expense.

If this sounds like you, we want to hear from you! To apply, please visit our website at: [www.leduc.ca/careers](http://www.leduc.ca/careers)

Competition closes at **11:59 pm (MT) on March 26, 2024**. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest, however, only those selected for interviews will be contacted.