



SARNIA ONTARIO

The Corporation of the City of Sarnia
Office of the Mayor

requires an

Executive Assistant to the Mayor

Vacancy Number: 2024-23

Job Status: Permanent, Full-time (35 hours per week)

Union: Non-Union

Salary and Benefits: \$67,048.80-\$84,866.60 per annum (Group B, 2023 rates) along with a competitive benefits package complete with extended health and dental benefits, access to our Employee & Family Assistance Plan (EFAP), and enrollment in OMERS (Ontario Municipal Employees Retirement System) pension plan.

Closing Date: April 21, 2024

About the City of Sarnia

Located at the mouth of the St. Clair River on the shores of Lake Huron, the community of Sarnia is known for its breathtaking waterfront, pristine beaches and beautiful parks system. Situated on the American border, just a short drive from London, Ontario, the city boasts a host of recreational opportunities, state-of-the-art healthcare, a vibrant cultural scene, and excellent education paired with a high standard of living and mild climate.

Ranked the most affordable medium-sized city in Ontario, Sarnia, with its 72,000 residents, is home to over 1,000 acres of parkland and 40 km of trails in addition to 4 golf courses, 16 art galleries, 6 museums, and 3 theatres across the County. As an organization, the City of Sarnia places a priority on the health and safety of its employees, including a focus on work-life balance through unique vacation and compensatory time offerings, alongside exceptional salaries and benefits including employee and family assistance.

Position Overview

Elevate your career as the Executive Assistant to the Mayor. Under the direction of the Mayor, performs confidential administrative duties and supports the Office of the Mayor.

Responsibilities

- Provides confidential administrative support to the Mayor.
- Researches and responds to inquiries and concerns received by e-mail and telephone; reviews, resolves, and/or redirects inquiries and concerns in a timely and professional manner.
- Advises the Mayor on matters requiring immediate attention.
- Coordinates the Mayor's schedule, arranges meetings, prepares appointment schedules, and confirms invitations.
- Acts as the initial point of contact for visitors to the Mayor's office.
- Coordinates requests for occasion scrolls for presentation at various events, as well as maintaining presentation items for presentation by the Mayor/Councillors.

- Prepares, photocopies and mails general and confidential correspondence.
- Processes documents and forms requiring the Mayor's signature.
- Prepares Mayor's Office Budget for presentation to Council and maintains its implementation throughout year
- Coordinates Councillor representation at official functions on behalf of the Mayor.
- Maintains and updates filing system.

Position Requirements

- Minimum of a Two-year (2) diploma in a related field e.g., Business Administration, Public Administration, Office Administration.
- Minimum of Two (2) years of related work experience.
- An equivalent combination of education, training and experience may be considered.
- Ability to maintain a high level of confidentiality.
- Excellent verbal and written communication skills.
- Ability to respond to the public in a courteous and tactful manner.
- Ability to work independently.
- Excellent organizational skills.
- Ability to manage competing priorities and manage deadlines.
- Knowledge of the functions of City departments, outside boards and agencies, and local community groups.
- Knowledge of current events, (local, national, and international); and have familiarity with the functions of provincial and federal ministries and the municipal, federal, and provincial political systems.
- Must be available to work flexible hours where required.

How to Apply

Candidates are invited to submit a resume in confidence to hr@sarnia.ca with the subject line: **2024-23 – Executive Assistant to the Mayor**. We appreciate the interest of all applicants, however, only candidates being invited for an interview will be contacted.

Additional Information

The City of Sarnia is an inclusive and equitable Corporation that encourages applications from qualified individuals of all genders, persons with disabilities, members of visible minorities and Indigenous persons. Appropriate accommodations will be provided upon request throughout the hiring process as required by the *Accessibility for Ontarians with Disabilities Act* (AODA) and the *Ontario Human Rights Code*. Information received relating to accommodation and diversity will be addressed confidentially.

Personal information is being collected under the authority of the *Municipal Act* and will be used to determine the qualifications for employment with The Corporation of the City of Sarnia. Questions about this collection should be directed to hr@sarnia.ca.