Delta

... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

EXECUTIVE ASSISTANT

FACILITIES AND MAJOR PROJECTS

We are looking for a dynamic, motivated and highly organized administrative professional who will provide senior level administrative support including handling sensitive, confidential and complex administrative duties to the Facilities & Major Projects senior management team. The successful applicant will support the daily operational needs of the Director, Facilities and Major Projects and successfully operate in fast paced environment, requiring a dedication to accuracy, along with making quick and effective decision making.

Duties will include:
- Proactively manages the Director calendar and activities, including scheduling internal/external meetings and events; works closely with Directors for meeting planning, availability, and to ensure the Director has the necessary information to be prepared for the meetings.
- Coordinates the preparation of department workplans and regular department updates, ensuring regular monitoring, to ensure Department's desired results are achieved.
- Prepares, edits, reviews and distributes various meeting agendas and meeting minutes including biweekly Department leadership team meetings, regular staff meetings and other project specific meetings.
- Receive and organize communications including telephone calls, mail and email messages, and use independent judgment to determine items requiring priority attention.
- Establishes and manages the Department filing system, which consists of historic paper records and electronic records, to ensure consistent retention and efficient record management.
- Provide excellent and timely customer service to both external and internal customers, via telephone, e-mail, website and in-person.
- Maintain electronic tracking and records of customer complaints and inquiries.
- Review, track and manage departmental Council Reports to ensure compliance with corporate requirements and policy.
- Provide ongoing administrative support for the Director and Managers.
- Anticipate, identify and manage emerging issues and challenges.
- Independently and appropriately direct internal/public requests for departmental service.

Qualifications:
- A minimum of five (5) years of extensive, high level office experience plus a post-secondary certificate in Business Administration or recognized Administrative Professional program. An equivalent combination of education and experience will be considered.
- Proficiency in Microsoft Word, Excel, Outlook, PowerPoint and Adobe.
- Experience in local government management courses is an asset.
- Experience handling confidential senior levels of government, business, residents and local associations and related issues.
- An ability to uphold the dignity, respect, order and confidentiality of the City of Delta.
- Tact and diplomacy in handling sensitive issues.
- Strong organizational, interpersonal and communications skills are essential.

The City of Delta provides a competitive salary of $65,448 - $78,048 (2024 Rates) (commensurate with experience); and an excellent benefits package including Municipal Pension Plan as well as an earned-days-off system. Interested applicants are requested to apply online at www.delta.ca/employment, to competition number **#25-58 EX** by **February 14, 2025.**

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity and fostering an inclusive workplace where our individual differences are recognized, valued and celebrated.

We thank all applicants for their interest; only those under consideration will be contacted. Copies of relevant professional certificates, degrees, or tickets must be submitted with your application. Preferred candidates will be required to submit a Police Information Check.