

Employment Opportunity

Executive Assistant

Permanent Full-Time

Application Deadline: Friday, March 7, 2025

The Town of Morinville is a growing community on the doorstep of Metro Edmonton. Developed on a foundation of rich heritage and culture spanning 100+ years, it offers an excellent quality of life with convenient access to all nearby big city amenities while retaining the characteristics of a vibrant and flourishing centre for the surrounding rural community.

Reporting to the Chief Administrative Officer (CAO), the Executive Assistant provides high-level, confidential administrative support to both the CAO and Council, ensuring the efficient operation of the CAO's office. This role involves overseeing daily administrative tasks, facilitating clear communication, and coordinating activities between the CAO, Council, and a diverse range of internal and external stakeholders. These stakeholders include intergovernmental relations, corporate planning, legislative services, community organizations, corporate communications, and regional entities. The Executive Assistant may also be tasked with managing specific projects, either independently or in collaboration with other teams, based on their complexity. This position plays a key role in aligning administrative and operational functions with the strategic goals of both Council and the CAO's office.

Key Responsibilities:

- Act as the primary contact for the CAO and Mayor/Council, handling a high volume of inquiries from the public, government representatives, and other stakeholders across multiple communication platforms.
- Manage daily operations and administrative tasks, including the preparation of support materials (briefing notes, speeches, correspondence).
- Draft proclamations, council greetings, and brief speeches as required.
- Coordinate travel arrangements, including hotel bookings and conference registrations, while managing expense claims and ensuring budget compliance for the CAO, Mayor, and Council.
- Oversee and manage the annual budget for the Office of the CAO and Council, ensuring all expenditures comply with approved budgets and financial policies.
- Perform regular reconciliations of financial documents, such as credit card statements and expense reports, to ensure compliance with municipal policies.
- Maintain and manage multiple calendars for CAO and Mayor/Council, including the planning and coordination of appointments, meetings, professional engagements, and social events.
- Oversee the planning and execution of special projects and Council-led community events, such as pancake breakfasts and VIP receptions, ensuring effective management of logistics and budgets.

Requirements:

- Diploma in Office Administration or a related field is required.
- A minimum of four (4) years administrative experience, preferably in a municipal government setting. *(Note: combinations and equivalencies of education and experience may be considered)*
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with municipal management software and systems, including eScribe, Questica, Service Tracker, and Dayforce is an asset.
- Demonstrates outstanding political acumen, adept at navigating the complexities of sensitive and confidential information with discretion and tact.
- In-depth knowledge of local government operations and legal frameworks, with a strong understanding of municipal policies, procedures, and regulatory requirements is an asset.
- Exceptional time management and organizational skills; ability to manage multiple tasks concurrently to meet deadlines.
- Proven expertise in planning and managing projects and events, with a strong ability to oversee logistics, manage timelines effectively, and coordinate seamlessly with multiple stakeholders.
- Excellent written and verbal communication skills, with a strong attention to detail and a high degree of accuracy.
- The successful candidate will be required to provide a criminal record check as a condition of employment.

Compensation/Hours of Work: Annual salary range of \$73,632 to \$87,920/annum (7 step grid), based on a 35-hour work week. We offer a comprehensive benefits package including pension, professional development opportunities, and a supportive work environment.

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To apply to this position please visit www.morinville.ca/careers

We thank all applicants for their interest; however, only those under consideration will be contacted.

The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.