



The Corporation of the City of St. Thomas –
Offices of Mayor and City Manager have a existing vacancy for an:

ADMINISTRATIVE AND COMMUNICATIONS ASSISTANT
(Permanent, Full-Time)

POSITION SYNOPSIS AND PURPOSE:

This non-union position, reporting to the City Manager, and working closely with the Mayor, the Administrative and Communications Assistant provides accurate and efficient administrative and communications support to the Mayor and City Manager's offices, as well as assistance to Council, community stakeholders, public and City staff. As a point of contact for the Mayor/ City Manager's offices, this position will have considerable independence in judgement when providing information, coordinating and administering tasks and establishing priorities as necessary in order to meet operating requirements and established objectives. Overall, this position plays an integral role in the smooth operation of the Mayor's office and supports the Corporation's communication activities. Duties will involve access to and possession of confidential and sensitive information or documents.

MAJOR RESPONSIBILITIES/ACCOUNTABILITIES:

General Office Administration (35%)

- Provides telephone, electronic, and face-to-face service to the public, other community stakeholders and staff.
- Prepares agendas, attends meetings, records and prepares accurate and detailed minutes and distributes to appropriate personnel.
- Organizes and maintains general department files and filing systems, including ensuring accurate records retention practices.
- Provides content for the City Manager's portions of the City's intranet and internet sites, coordinating and sharing updates, as required.
- Receives and processes mail, both inter-office and external.
- Administers the department's purchases and inventory control process and assesses departmental needs for supplies, products, and equipment, including the invoicing and payment process, shipping and receiving, all associated records, and allocating funds to/from the appropriate account(s).
- Submits monthly Visa statement and receipts for payment.
- Performs other administrative related duties as may be assigned.

Administrative Support to Mayor, City Manager's Office and Council (30%)

- Oversees the Mayor's office, providing administrative support and managing the Mayor's calendar including requests for meetings and engagements and preparing written correspondence on behalf of the Mayor and City Manager staff.
- Composes correspondence/e-mail, reports, presentations, speeches, greetings/ certificates, and memos to be distributed from the Mayor and Members of Council.

- Acts as primary greeter for Civic events and meetings for the Mayor, City Manager, Councils and other civic leaders, organizing participants and ensuring meeting arrangements including accommodations and agendas are completed.
- Acts as a primary conduit to the offices of the MP, MPP, the County warden and other municipalities for outreach on behalf of the Mayor.
- Drafts the City Proclamation and coordinates the Flag Raising process with the Clerk's office ensuring effective communication and tracking for all events.
- Arranges all training, conference and seminar attendance.
- Organizes and implements the Civic Awards Program, posting information, reviewing applications, creating recommendation reports and arranging award presentation events.
- Manages Civic Crested Clothing procurement process.
- Acts as a resource in assisting the Mayor in formulating and implementing programs and special projects related to Mayor's office involvement in community issues.
- Oversees and manages the City's involvement in community events including Home Show, Chamber of Commerce events and others.

Corporate Communications (30%)

- Provides communication assistance to the Communications and Public Relations Coordinator and supports the implementation of the City's corporate communication strategy and associated communications activities, working with the Mayor, City Manager, Strategic Initiatives Manager, Clerk and other city staff.
- With guidance from the Communications and Public Relations Coordinator drafts, edits, posts and shares communications (e.g. press releases, publications, social media posts).
- Maintains web content and assists in executing social media strategies.
- Identifies opportunities and attends events to photograph and create communications.
- Supports the Strategic Initiatives Manager in completing research for various projects and in transforming provided information into visually engaging graphics for clear and effective communication.
- Supports the creation of videos and other resources for public sharing.
- Updates databases and media lists.
- Supports effective internal and external communications.

Employee Engagement (5%)

- Assists with and supports corporate engagement and fundraising initiatives as required.
- Participates as a member in the Employee Appreciation Committee and other committees as appropriate.

MINIMUM QUALIFICATIONS:

Education (degree/diploma/certifications)

- Minimum two (2) years' Post Secondary Diploma in Office Administration, Public Administration, Business Administration, Communication/Public Relations or a related discipline

Experience

- Minimum three (3) years' experience in a senior-level administrative support role, in a public service setting
- Experience in creating communications and written materials at an executive level
- Experience taking meeting minutes

- Experience working in a computerized environment including knowledge of word processing, social media and website oversight including posting, database systems, file management, inter and intranets and electronic mail is required

Knowledge/Skill/Ability

- Demonstrated ability to manage all administrative functions of a combined office.
- Developed skills in communications/ public relations, writing, social media content, graphic design and issues management.
- Understanding of and ability to provide effective administrative and communication supports within an interactive public service environment.
- Ability to manage and effectively respond to stressful situations.
- Ability to maintain a high level of confidentiality.
- Able to work in an environment where multitasking is required and accuracy and attention to detail are essential.
- Highly organized with a demonstrated ability to prioritize and meet deadlines.
- Strong planning, organizing, and time management skills.
- Demonstrated superior interpersonal and communication skills, both written and verbal.
- Proficient in Microsoft Office Suite (i.e. Microsoft Word, Excel, Outlook, PowerPoint and Publisher) or related software.
- Ability to effectively deal with members of Council, the Mayor, staff, and the general public.
- Strong team player and ability to work with minimal supervision.

Other

- Must possess a valid Class "G" Ontario Driver's Licence and access to reliable transportation.
- Satisfactory Police Record Check.
- May be required, on occasion to work beyond the normal hours of work and off site.

WHAT WE OFFER:

- Remuneration: \$35.68 - \$43.37 per hour
- Comprehensive Benefits
- OMERS Pension Plan
- Paid Vacation and Holidays
- Employee Family Assistance Program (EFAP)
- Tuition Reimbursement Program (continuous learning)

Applications must be received no later than Friday August 1, 2025 at 11:59 p.m.

To view the full job posting and how to apply, please visit www.stthomas.ca – Employment Opportunities or go to: <https://jobs.dayforcehcm.com/en-CA/stthomas/CANDIDATEPORTAL/jobs/6900>

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal Information on this application is collected under the authority of the Municipal Act., R.S.O. 2001, as amended, and will be used to determine eligibility and suitability for employment with the City of St. Thomas.