



# THE CORPORATION OF THE TOWN OF OAKVILLE

## JOB POSTING

Call No.: 25-4269

Position ID: 1405-017

**Job Designation:** Administrative Assistant – Community Infrastructure Commission

**Department:** Community Infrastructure

**Salary Range:** \$64,494 - \$77,424

**Job Details:** Permanent Full-Time (Non-Union)

**Posting Status:** This posting is open to current Town of Oakville employees and external applicants.

**Closing Date:** Applications for this position must be received at [oakville.ca](https://oakville.ca) by no later than 11:59 pm on **September 5, 2025**

### **We offer:**

- A hybrid work schedule
- A defined benefit pension plan (OMERS)
- Comprehensive health plan complemented with life and disability insurance
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

Reporting to the Commissioner, Community Infrastructure, this position is responsible for providing professional confidential administrative, executive level support to the Commissioner of Community Infrastructure, working in a team environment in unison with all municipal departments and outside agencies.

### **What can I expect to do in this role?**

- Manage day-to-day administration for the Commissioner of Community Infrastructure, including scheduling, resolving calendar conflicts, providing immediate support, making travel arrangements and preparing confidential correspondence. Ensuring appropriate documentation is available for the Commissioner by maintaining a daily bring forward

file, council report tracker and issues management tracker; all while maintaining a high level of accuracy and confidentiality.

- Monitor incoming e-mails for the Commissioner ensuring that issues of priority are dealt with in a timely manner. Respond to or forward independently, e-mails requiring response as appropriate.
- Schedule and coordinate meetings and events, including logistics for meeting location and set-up, confirming availability of outside parties and meeting materials, arranging catering, resolving calendar conflicts, and providing immediate meeting/event support.
- Prepare and distribute meeting agendas, attend meetings to create and distribute meeting minutes, and prepare correspondence maintaining a high level of accuracy and confidentiality.
- Manage the purchase, stocking and distribution of office supplies, as well as the preparation and expense submission of bill reconciliations for the Commissioner.
- Manage Commissioner Office operating budget including quarterly review and year end forecasting.
- Assist with special administrative projects as requested, researching and providing data and additional information. Perform basic information gathering as specifically directed.
- Maintaining corporate files for the Commissioner of Community Infrastructure office.
- Representing the Commission as a member of the corporate CREST organization.
- Representing the Town and the Commission in a professional and courteous manner in all dealings with the public, the mayor and members of council, senior staff and other groups, agencies and individuals.
- Work closely with other Administrative Assistants to provide back-up and coverage when required.
- Perform other duties as assigned.

### **How do I qualify?**

You have a Community College Diploma in Office Administration or equivalent. Your formal education is augmented by 3 to 5 years of progressively responsible positions that have resulted in outstanding administrative office skills, complemented by a highly developed understanding of municipal government and service delivery. An equivalent combination of education and experience may also be considered.

### **In addition, your experience includes:**

- The ability to respect confidentiality while demonstrating maturity, initiative, discretion and good judgment.
- Effective interpersonal, organizational and communication skills to enable the candidate to represent the Community Infrastructure Commission in a professional and courteous manner in dealing with the general public and staff, and in coordinating customer service responses.
- Proofreading, letter writing, minute taking, editing and writing skills to support management in correspondence, report writing and preparing presentation materials.
- Proficiency and strong acumen for the effective use of technology with office automation and computer applications such as Microsoft Office products, including Microsoft Outlook and EAMS.

### **Core Knowledge Required for Success:**

You are an experienced professional with a comprehensive knowledge of:

- Current and future policies, practices, trends, technology, and information.
- Acts, regulations, and directives as they apply.
- Microsoft Office products

### **Leadership Competencies**

- *Strategic Thinking* – thinking things through
- *Engagement* – working effectively with people, organizations and partners
- *Management excellence* – delivering results through own work, relationships and responsibilities
- *Accountability and Respect* – serving with integrity and respect

### **Corporate Values:**

Teamwork, accountability, dedication, honesty, innovation, and respect

**DATED:** [Monday August 25, 2025](#)

*This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.*

**We thank all applicants and advise that only those selected for an interview will be contacted.**