

Executive Assistant, City Administration

The City is seeking a highly organized and professional individual to provide executive administrative support within the City Administration Division.

Job Status: Full -time Permanent

Division: City Administration

Department: City Clerk

Union: Non-Union

Salary: \$71,398.60 - \$90,381.20

Closing Date: November 6, 2025

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 community 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 one of the most affordable medium-sized cities 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.

The Role

The Executive Assistant provides comprehensive administrative support to the Chief Administrative Officer (CAO) and City Clerk, supporting governance processes, and contributing to effective municipal administration. The incumbent plays a key role in supporting Council related processes, and planning and executing corporate events and special projects. Acting as a liaison for advisory committees and internal teams, the Executive Assistant plays a key role in maintaining professional relationships across departments and with external stakeholders. This position also includes backup support for the Mayor's office and other administrative staff, requiring strong organizational skills, discretion, and a commitment to high-quality customer service.

Qualifications

- Diploma in public or business administration or related field and two – four years related experience, or an equivalent combination of education, training and experience may be considered.

- A minimum of one (1) year of related experience providing administrative support at an executive level. Preference will be given to those with experience with municipal government services and departments.

The Candidate

The successful candidate should possess the following experience, knowledge and competencies:

- Advanced proficiency in Microsoft Office Suite (Word/Excel/PowerPoint/Outlook) and web-based applications.
- Demonstrated ability to learn and adapt to specialized software and internal systems.
- Proven experience in executive-level administrative support, preferably in a municipal or government setting.
- Experience managing calendars, scheduling meetings, and handling confidential correspondence.
- Familiarity with preparing agendas, taking minutes, and coordinating meetings.
- Experience supporting or coordinating special events and projects.
- Experience providing customer service in a professional and diplomatic manner.
- Familiarity and understanding of municipal government operations and Council procedures.
- Understanding of accessibility standards related to electronic documents.
- Demonstrated ability to maintain confidentiality and adherence to applicable privacy legislation.

Why Work With Us

This is your opportunity to play a vital role supporting municipal governance and public service. If you are someone who enjoys a dynamic and collaborative environment, thrives on organization, and takes pride in maintaining high standards of professionalism and confidentiality, then this role may be for you.

The City offers competitive salaries alongside extended health, dental and travel benefits, life insurance coverage, access to our Employee & Family Assistance Plan (EFAP), and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan.

We are an organization focused on the health and well-being of our employees, including a priority on work-life balance delivered through a unique earned-day-off package in addition to vacation time offerings.

We are 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 the City Clerk, 255 Christina St. N., Sarnia, ON N7T 7N2, 519-332-0330 ext. 3366.

[APPLY HERE](#)