



Executive Assistant, CAO & Council

Join Our Team and Help Shape the Future of Drumheller!

Are you an organized, motivated professional who thrives in a fast-paced environment? The Town of Drumheller, known for its vibrant community spirit, breathtaking landscapes, and strong sense of collaboration, is looking for an Executive Assistant to join our team in the Office of the Chief Administrative Officer (CAO).

In this key role, you'll provide high-level administrative support to the CAO and Council, helping ensure the smooth operation of the Town's leadership office. If you're looking to make an impact in a community that values innovation, teamwork, and service excellence, Drumheller is the place to be.

POSITION SUMMARY

The Executive Assistant provides confidential administrative support to the Chief Administrative Officer (CAO) and Council. This role helps manage daily operations, coordinates communication between departments and external partners, and occasionally leads or support special projects to ensure alignment with the strategic goals of the operation.

SPECIFIC ACCOUNTABILITIES

- Serves as the first point of contact for the CAO's office, managing a high volume of inquiries from the public, elected officials, and partner organizations.
- Screens and prioritizes correspondence, responds to inquiries, and redirects matters to appropriate departments.
- Manages the CAO's calendar and scheduling, thereby ensuring efficient coordination of internal and external meetings.
- Books venues, prepares agendas and supporting materials, and tracks meeting follow-up items.
- Coordinates travel and accommodation arrangements for the CAO and elected officials.
- Processes travel claims, reconciles credit card statements, and monitors the CAO's office budget.
- Drafts, proofreads, and formats official correspondence and briefing notes on behalf of the CAO or Mayor.
- Maintains a wide range of confidential files including intergovernmental correspondence, and legal matters, while exercising strict confidentiality and discretion.
- Assists with the preparation and distribution of materials for meetings between committees and intermunicipal boards, including but not limited to meeting minutes and agenda packages.
- Serves as a backup to Legislative Services Coordinator for Council meeting administration specifically compiling agenda packages and taking minutes, as needed.



- Liaises with department directors, managers, and external agencies to coordinate cross-departmental projects, Council initiatives, and strategic priorities.
- Supports planning and logistics for municipal events, Town Hall meetings, and official receptions.
- Oversees administrative functions of the CAO's office, including ordering supplies, processing invoices, managing incoming and outgoing mail, and maintaining office systems and procedures.
- Ensures that the CAO's office operates in compliance with municipal policies, privacy legislation, and best practices in executive administration.

EDUCATION AND EXPERIENCE

- Holds a post-secondary degree, with preference given to candidates with education in Office Administration, Business Administration, or a related field.
- Possesses a minimum of 5 years of progressive administrative experience, with at least 2 years supporting senior or executive-level leaders, preferably in a municipal or public sector environment.
- Has experience preparing Council or Board documentation, coordinating high-level meetings and events, and managing confidential information in a politically sensitive setting.

ADDITIONAL REQUIREMENTS

- Demonstrates strong written and verbal communication skills, with the ability to draft professional documents and correspondence.
- Demonstrates exceptional organizational and time management skills; is able to balance multiple priorities with a high degree of accuracy and attention to detail.
- Demonstrates political acuity and discretion; is capable of handling sensitive or controversial matters with professionalism and sound judgment.
- Is proficient in Microsoft Office 365 applications -+and has experience with agenda management or records systems.
- Demonstrates knowledge of municipal governance, Council meeting procedures, *Access to Information Act (ATIA)* and the *Protection of Privacy Act (POPA)* legislation.
- Able to work evenings or weekends to support Council or public events.
- Holds a valid Class 5 driver's license and a satisfactory criminal record check.

Employment Category: Permanent Full-Time
Hours per Week: 37.5 hours – Monday to Friday
Pay Scale: \$58,863.00-\$74,560.00



**DRUMHELLER
VALLEY**

BENEFITS: The Town of Drumheller offers a competitive compensation package that includes salary, vacation, personal leave, extended health and wellness benefits, LAPP pension (effective date of hire), professional development support, and an excellent team environment.

HOW TO APPLY: Please submit your **cover letter and resume** through the [CAREERS](#) section on our website before end of day November 21, 2025.

The Town of Drumheller is an equal opportunity employer and strongly supports diversity in the workplace. All qualified candidates who are authorized to work in Canada are encouraged to apply.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.