



TOWN OF BATTLEFORD – TOWN HALL ADMINISTRATION – EXECUTIVE ASSISTANT

POSTING DATE:	November 13, 2025
APPLICATION DEADLINE:	Posting will remain open until position is filled. <i>Only candidates selected for an interview will be contacted.</i>
HOW TO APPLY:	Online at: cao@battleford.ca
JOB STATUS:	Non-Union, Full-Time Permanent
CONFIDENTIALITY REQUIREMENT:	Must sign a Non-Disclosure Agreement (NDA)

The Town of Battleford is seeking a dedicated and experienced individual to serve as **Town Hall Administration Executive Assistant**.

Position Overview:

The Executive Assistant is a senior-level administrative position reporting directly to the Chief Administrative Officer (CAO) and providing dedicated support to the Mayor's Office. This role delivers high-level administrative, legislative, and procedural support, ensuring the effective and compliant operation of Town Hall in accordance with The Municipalities Act (Saskatchewan), Freedom of Information and Protection of Privacy Act (FOIP), and other applicable legislation.

This position requires a professional with extensive knowledge of municipal government operations, exceptional organizational and communication skills, and a proven ability to handle confidential and politically sensitive information with discretion. Due to access to In-camera Council discussions and other privileged communications, the successful candidate will be required to sign a Non-Disclosure Agreement (NDA) as a condition of employment.

Key Responsibilities:

Legislative and Council Administration

- Prepare and distribute Council and Committee meeting agendas in compliance with The Municipalities Act and the Town's Council Procedures Bylaw.
- Record, transcribe, and maintain Council and Committee meeting minutes with accuracy and timeliness.
- Maintain official bylaws, resolution, and policy registers, ensuring all bylaws, contracts, and agreements are properly executed and archived.
- Ensure the Town's records and information management practices comply with the Freedom of Information and Protection of Privacy Act (FOIP) and internal policies.
- Support the CAO and Mayor in ensuring adherence to legislative and procedural requirements for all municipal operations.



Administrative and Executive Support

- Provide comprehensive and confidential administrative assistance to the CAO and Mayor, including correspondence, scheduling, and coordination of meetings and events.
- Draft, proof, and prepare professional correspondence, reports, and briefing notes for Council, administration, and external agencies.
- Coordinate Council appointments to boards, committees, and commissions, maintaining accurate records.
- Assist with preparation and publication of public notices, tenders, and advertisements in compliance with legislative timelines.
- Maintain accurate and secure filing systems, records, and databases in accordance with Town policies and retention schedules.

Research, Communication, and Coordination

- Conduct research and compile background materials for Council reports, policy development, and communications to higher levels of government.
- Maintain current knowledge of municipal legislation, policies, and administrative best practices.
- Support internal and external communications between the CAO's Office, Mayor's Office, Council, and staff.
- Prepare briefing materials and communication content for Council and public information as directed.

Confidentiality and Professional Conduct

- Attend and support In-camera Council meetings, always ensuring absolute confidentiality.
- Adhere to the Town's Code of Conduct, Confidentiality Policy, and the Non-Disclosure Agreement (NDA).
- Exercise discretion, impartiality, and sound judgment when handling sensitive information.
- Demonstrate integrity, professionalism, and a commitment to good governance in all interactions.

Other Duties

- Plan and coordinate Town events, receptions, and ceremonial functions as directed by the CAO.
- Serve as Commissioner of Oaths when required.
- Aid front-line administrative staff as needed.
- Perform other related duties as assigned by the CAO.

Qualifications:

Required:

- Grade 12 education or equivalent.
- Minimum five (5) years of progressive experience in a municipal government administrative role or an equivalent senior administrative position.
- Strong knowledge of: The Municipalities Act (Saskatchewan), Freedom of Information and Protection of Privacy Act (FOIP), and municipal governance procedures and legislative processes.
- Demonstrated experience in preparing Council agendas, minutes, and legislative documentation.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and electronic records management systems.
- Excellent organizational skills, attention to accuracy, and ability to meet deadlines.
- Strong communication and interpersonal skills with the ability to interact professionally with elected officials, staff, and the public.
- Proven ability to manage confidential and politically sensitive information.
- Minimum typing speed of 50 words per minute.



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- Valid Saskatchewan Class 5 Drivers License.
- * Must be Bondable.

Preferred / Assets:

- Post-secondary education in Business or Office Administration, Local Government Administration Certificate from the University of Regina (or equivalent).
- Training or certification in Municipal Law, Public Administration, or Records Management.
- Occupational Health and Safety (OH&S) Levels I and II.
- First Aid and CPR certification.

Core Competencies:

- In-depth understanding of municipal legislation, governance, and procedural compliance.
- Exceptional discretion and judgment in managing confidential or politically sensitive information.
- Strong written, verbal, and interpersonal communication abilities.
- Excellent organizational and time-management skills with the ability to balance multiple priorities.
- Self-motivated, reliable, and capable of working independently in a fast-paced environment.
- Commitment to professionalism, accuracy, and ethical conduct in all duties.

Compensation:

- **Salary Range:** \$50,000 - \$70,000 annually
- **Benefits:**
 - Comprehensive health and dental benefits package
 - MEPP Pension Plan (with employer match)
 - Professional development opportunities
 - Supportive team environment

How to Apply:

Interested candidates are invited to submit their resume and cover letter to:

Town of Battleford

Todd Francis, CAO

Box 40, Battleford, SK. S0M 0E0

Email: CAO@battleford.ca

Subject Line: *Application – Town Hall Administration – Executive Assistant*

This opportunity will remain open until a suitable candidate is found.