

The opportunity

Leduc County is looking for an experienced and highly motivated Executive Assistant - Council to join our team. Reporting to the Deputy County Manager, this exciting opportunity provides high-level administrative and organizational support to Council and the Executive Leadership Team through effective, efficient coordination and execution of responsibilities and assignments to enhance governance and leadership efficiency.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

What you will do

- Provides high-level administrative support to the office of the Mayor, Council and the Executive Leadership Team (ELT).
 - Works in a confidential environment, demonstrating high tact, integrity and confidentiality.
 - Organizes council and executive calendars, schedules meetings and coordinates appointments to optimize time management and organizational effectiveness.
 - Gathers, researches, compiles and analyzes background information on a variety of matters used in corporate planning, governance and decision-making.
 - Completes registrations and books travel arrangements for attendance at meetings, conferences and various functions.
 - Works with the intergovernmental relations team to plan, coordinate and organize intergovernmental meetings and visits.
 - Exhibits strong decision-making skills and a proactive approach to problem-solving, contributing to a solution-oriented work environment.
 - Prepares Mayor and Council timesheets, expense claims and other invoices for payment.
 - Supports County Manager's Office projects and programs, as needed.
 - Purchases goods/services, within their signing authority, ensuring efficient, responsible use of funds.

- Witnesses documents, as required, as a commissioner for oaths for county documents.
- Oversees communications management for Council and ELT.
 - Provides email/telephone support to a high customer service standard and acts independently to handle calls and coordinate a timely response.
 - Prepares non-routine correspondence and documentation for signature with a level of communication appropriate given the audience, adherence to corporate standards and proofreads materials for consistency, grammar and spelling.
 - Ensures the County Manager is kept abreast of the activities of the Mayor and Council.
 - Acts as a liaison between internal department teams and external stakeholders
 - Prioritizes all incoming mail and distributes appropriately, following up as required.
 - Maintains action lists to ensure timely resolution.
- Provides support to legislative services.
 - Provides oversight of the municipal policy review committee by preparing agendas, taking minutes and maintaining action list.
 - Maintains council policy register, notifies department heads when policies are due for review and tracks required workflows to ensure timely updates.
 - Assists with the logistics and delivery of municipal elections.
 - Prepares agendas, records minutes and manages livestreaming for council meetings and/or committee meetings, as required, in the absence of the legislative coordinator.
- Provides support to the Leduc County Regional Subdivision Appeal Board (LCRSDAB) and the Regional Assessment Review Board (ARB) clerk.
 - Supports legislative coordinator with agenda preparation, as needed.
 - Acts as the LCRSDAB or ARB clerk in the absence of the legislative coordinator.
- Administers Leduc County annual scholarship process.
- Provides leadership, advice and support to other staff on general office administration procedures such as correspondence practices, brand and writing standards.
 - Implements changes to improve office procedures and maintain corporate standards.
 - Coordinates information sharing with all administrative assistants.
 - Reviews forms and templates for adherence to corporate standards.
- Strives to continually enhance the quality and delivery of services through efficiencies and innovation.
- Fulfills duties of the Executive Assistant – County Manager’s Office in their absence.
- Adheres to guidelines as set out in Leduc County’s policies and administrative directives.
- Accountable for working in compliance with the Alberta Occupational Health and Safety Act, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

What you need to succeed



Must-have

- Certification in office administration and five years of progressive administrative experience, with increasing levels of responsibility.
- Demonstrated experience providing high-level administrative support to senior leadership or executive teams.
- Advanced level of proficiency in Microsoft Office applications, including word processing and spreadsheets.]
- Ability to produce documents in various business formats that are error free and grammatically correct.
- Excellent verbal and written communication, interpersonal, and public relations skills to communicate effectively and diplomatically with the public, elected officials, external stakeholders and organizations.
- Ability to display sound judgement, maintain discretion and adeptly manage multiple priorities from various sources.
- Must be able to contribute effectively to a team environment and provide consistent, friendly, professional customer service in the face of ongoing change, regular interruptions and the pressure of deadlines or emergency situations.

Nice to have

- Familiarity with other software programs and databases for presentations, report writing, data and financial management.
- Demonstrated proficiency in an agenda management software program.
- Knowledge of municipal government functions, including parliamentary procedure, tribunal administration, general legal processes and interpretation of legislation.
- SDAB and ARB Clerk training.

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$78,533.00 and \$98,165.00, flexible work options, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB

How to apply

Applications must be submitted via our website leduc-county.com to be considered.

We thank all applicants however only those selected for an interview will be contacted.

