

Town of Caledon

make a difference



Job Title: Executive Assistant to the CAO

The Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity (Vacancy: Replacement)

Reporting to the Chief Administrative Officer (CAO), the Executive Assistant to the CAO performs a wide variety of strategic enablement duties requiring confidentiality, diplomacy, maturity and independent judgement. Responsibilities include preparation of high-level communications for the CAO, as well as correspondence, briefing notes and reports. This position leads the standardization and consistent delivery of executive-level administrative support services and provides guidance to administrative staff across the Town. The role also assists with strategic projects as required and is a communication liaison for stakeholders within and outside of the Office of the CAO, including the Mayor, Members of Council, Leadership and the offices of various levels of government.

The Executive Assistant to the CAO is required to maintain general awareness of local and municipal matters, corporate priorities and issues, and other matters affecting the Town. This position is uniquely situated to have access to all manner of confidential and/or politically sensitive materials and absolute discretion is essential. The successful candidate can anticipate, filter and manage operational noise to extend the bandwidth of the CAO, and enhance the responsiveness of the CAO's Office. They must lead with a high level of professionalism, and in a manner that reflects positively on the organization.

As the Executive Assistant to the CAO, you will perform the following duties, including but not limited to:

- Provide comprehensive administrative support for the CAO, including coordinating business schedule, correspondence management, screening and directing telephone calls, and initiating further action where appropriate to resolve issues.
- Act as a bridge for smooth communication between the CAO and staff, members of the public and outside agencies verbally or in writing on the CAO's behalf, including those of a highly confidential or



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critical nature. Prioritize and determine appropriate courses of action, referral, or response with a view to maintain credibility, trust, and support with leadership.

- Proactively request and follow up on Town priorities and action items with the appropriate Commissioners or staff, cooperatively negotiating priorities and realistic due dates.
- Review incoming documents or reports to provide initial assessment of whether the item contains quality information that is appropriate for the desired use, and to be able to answer initial questions or clarifications about the material.
- Create a variety of letters, internal memos, meeting agendas, and reports utilizing various word processing, spreadsheet, database, and presentation software
- Liaise with all departments, area municipalities and other external agencies, provincial government ministries and public.
- Research and compile background material for responses to issues and concerns raised by Councillors, senior management, etc., and for inquiries, correspondence, reports and meetings
- Authorize expense reimbursements and invoices up to the pre-determined limit. Reconcile card transactions.
- Process purchase requisitions and submit approved invoices for payment and create monthly expense reports.
- Assist in development of line-item budget for CAO department, including preparation of charts and spreadsheets as required.
- Monitor expenditures and contribute to decisions regarding budget preparation
- Perform additional duties and undertake special projects as assigned

The Ideal Candidate

We are seeking an experienced professional with a post-secondary diploma in Business or Office Administration, public policy or other closely related fields. Our ideal candidate has a minimum of five (5) years related experience in a senior administrative role, preferably in a municipal environment.

The ideal candidate will have demonstrated organizational, administrative, and critical thinking skills with extreme attention to detail and accuracy, and the ability to meet deadlines. We are seeking an individual who has excellent verbal and written communication skills with the ability to handle significant contacts with long-term impacts.

The successful candidate for Executive Assistant to the CAO will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$87,912.40 to \$109,890.50 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **August 4th, 2026, 12:00PM.***

The Town of Caledon does not use artificial intelligence (AI) technology for screening, assessing, or selecting candidates.



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How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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