

Executive Assistant - Planning & Community Services (Exempt)

Job Requisition	JR-2026-152 Executive Assistant - Planning & Community Services (Exempt) (Open)
Job Family	Exempt
Start Date	2026-06-23
End Date	2026-07-08
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Community-Services-Building/Executive-Assistant---Planning---Community-Services--Exempt-_JR-2026-152
Description	Application Closing Date:

Jul 8, 2026

Note: Posting comes off at 12:00am on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

\$66,818.24 - \$78,609.70

Reporting to the General Manager, Planning & Community Services, this position provides high-level administrative and operational support assisting with organizing, coordinating, tracking, schedules, communications, meetings, and confidential information supporting the GM. A high level of confidentiality and professionalism is required.

Duties Include:

- Provides administrative assistance as required calendars, and meeting schedules as required.
- Prepares reports, presentations, agendas and correspondence.
- Responds to inquiries and helps resolve public complaints.
- Organize meetings, conferences, and divisional events.
- Taking meeting minutes and track follow-up actions.
- Handles confidential documents and sensitive information.
- Liaise with all divisional managers, internal teams, consultants and external stakeholders.
- Support project coordination and administrative processes.
- Maintain filing systems, records, and office organization.
- Assist with travel, training, expense reports, invoices and budget tracking.
- Prioritize tasks and ensure deadlines are met.
- Performs other related duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Diploma or degree in Business Administration, Public Administration, Office Administration or related field.
- A minimum of three (3) years executive assistant experience, preferably within a municipal environment.

Required Knowledge, Skills and Abilities:

- Knowledge of public sector administrative practices, procedures and protocols.
- Knowledge of office administration and executive support functions.
- Knowledge of privacy, confidentiality and information management standards.
- Working knowledge of budgeting, expense processing and procurement procedures

- Proficiency in Microsoft Office, Microsoft Outlook, Microsoft Teams, and Adobe Acrobat
- Excellent organizational and time management skills
- Strong written and verbal communications skills
- Strong proofreading, editing and document formatting abilities
- Advanced calendar management and scheduling skills
- Ability to prioritize competing demands and manage multiple deadlines
- Ability to research, compile, and summarize information accurately
- Strong attention to detail and accuracy.
- Ability to work independently with minimal supervision.
- Ability to use discretion and maintain confidentiality.
- Ability to maintain professionalism and diplomacy in sensitive situations.

Preferred Education and Experience:

- Completion of administrative professional training or executive support certification considered an asset
- Courses or training in project coordination, communications, government administration an asset.

To Apply:

Please submit your resume, quoting the appropriate competition online at vernon.ca/careers by selecting “apply” and creating a candidate profile. Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	Community Services Building
Time Type	Full time
Locations	
Supervisory Organization	Planning & Community Services