Executive Assistant

Job ID: 3773
Openings: 1
Jurisdiction: Out of Scope
Division: Office of the City Manager
Location Name: Regina, Saskatchewan, CA

Type of Posting: Internal & External
Employment Type: Permanent Full-Time
Annual Salary: $81,115.00 - $108,154.00

Date Posted: November 6, 2026
Closing Date: November 19, 2026

Land Acknowledgement
We are proud to reside on Treaty 4 Territory and the traditional lands of the Cree, Saulteaux, Dakota, Nakota, Lakota, and Métis Nation, honoring and respecting these Nations and ancestors of this territory and grateful to be here. Regina is committed to building trust and creating true partnerships with Indigenous peoples.

Equity, Diversity & Inclusion
The City of Regina is an equal opportunities employer dedicated to fostering a respectful, collaborative, inclusive, and barrier-free workplace, allowing everyone to achieve their full potential. We value diversity as a key to our success and encourage all qualified candidates, including Indigenous peoples, people of colour, 2SLGBTQIAP+ individuals of all genders, people of disabilities, and members of equity-deserving communities, to apply.

The City of Regina is committed to ensure accessible and accommodating processes during the application and selection phases. If you need accommodation at any point during the recruitment process, please inform our Talent team and we'll collaborate with you to address your requirements.

Make an Impact in the City Manager’s Office

The City of Regina is seeking an experienced and highly professional Executive Assistant to provide senior administrative support to the City Manager and their office. This role is a trusted partner to executive leadership, ensuring the effective coordination of priorities, information, governance processes, and stakeholder relationships across the organization.

As a key member of the City Manager’s Office, you will manage complex schedules, coordinate executive meetings and engagements, oversee the preparation and administration of Council reports and materials, and facilitate communication with internal and external stakeholders. You will be entrusted with highly sensitive, confidential, and politically sensitive information and will be relied upon to exercise exceptional judgment, discretion, and professionalism in all aspects of your work.

This is an ideal opportunity for a highly organized professional who thrives in a fast-paced environment, can anticipate needs before they arise, and understands the importance of supporting executive decision-making and municipal governance processes.

What You'll Do

- Manage the City’s Manager’s complex calendar, balancing operational priorities, strategic initiatives, governance requirements, and community commitments.
- Coordinate meetings, appointments, and engagements with City Council, senior leadership, government officials, agencies, boards, commissions, community organizations, and other external stakeholders.
- Coordinate, track, and administer Council reports and related materials, ensuring submissions meet established timelines, standards, and governance requirements.
- Monitor Council and committee matters, action items, and follow-up activities, ensuring timely coordination and communication across departments.
- Prepare briefing notes, reports, presentations, correspondence, agendas, information packages, and background materials to support executive decision-making.

- Coordinate and support meetings, committees, and special events, including logistics, agendas, documentation, meeting minutes, and action tracking.
- Manage the flow of information between the City Manager’s Office, City Council, senior leadership team, departments, and external stakeholders.
- Draft, edit, proofread, and coordinate executive communications and correspondence.
- Maintain records and office administration systems, ensuring information is organized, accessible, and managed appropriately.
- Assist with budget monitoring, forecasting, variance tracking, and other administrative functions within the City Manager’s Office.
- Provide leadership, guidance, and support to assigned administrative staff.
- Build and maintain strong working relationships with internal and external stakeholders while delivering exceptional customer service.

What We're Looking For

A resourceful and proactive professional who can confidently manage competing priorities, navigate complex organizational environments, and represent the City Manager’s Office with professionalism and diplomacy.

The ideal candidate will possess:

- A diploma or degree in Business Administration, Office Administration, Public Administration, or a related field. A combination of relevant education and experience may be considered.
- A minimum of seven (7) years of progressively responsible executive experience supporting senior leaders in a complex organization including executive leadership teams, elected officials, boards, or committees.
- A minimum of five (5) years of supervisory or leadership experience, including coaching, performance management and coordinating the work of administrative or support staff.
- Strong political acumen and the ability to navigate complex organizational and stakeholder relationships.
- Knowledge of municipal or governance processes, Council or Board reporting procedures, and public sector operations.
- Experience coordinating Council or Board reports, executive-level meetings, agendas, briefing materials, and stakeholder engagements.
- Exceptional judgment, discretion, and professionalism when handling confidential, sensitive, and politically sensitive information.
- Outstanding organizational, planning, and time-management skills, with the ability to effectively manage multiple priorities and competing deadlines.
- Excellent written and verbal communication skills, including experience drafting professional correspondence, reports, and briefing materials.
- Strong interpersonal and relationship-building skills with the ability to work effectively with elected officials, senior leaders, employees, community partners, external agencies, and members of the public.
- Advanced proficiency in Microsoft Office applications, including Outlook, Word, Excel, PowerPoint, and Teams.

Why Join Us?

- At the City of Regina, you'll have the opportunity to contribute to work that supports City leadership and helps shape decisions that impact our community. You will work alongside dedicated professionals in a collaborative environment that values service excellence, accountability, respect, integrity and continuous improvement.
- If you are a highly organized professional who thrives in a dynamic environment and enjoys supporting executive leaders through complex priorities, strategic initiatives, and municipal governance processes, we encourage you to apply.

Apply today and play a key role in supporting the leadership that helps move Regina forward.

Additional Requirements:

- Successful candidates may be required to provide a satisfactory criminal record check per the City of Regina's Criminal Record Check Policy.
- Proof of education is required.
- Additional assessments may be conducted to evaluate competencies, skills, and knowledge.

At City of Regina, we offer competitive compensation, health and wellness benefits, and growth through educational support and in-house courses. If you're passionate about public service and making a difference, apply now!
For detailed job descriptions, CBAs, and application tips, visit our Applicant & Job Resources page.

Note: Only applications submitted via our online application system are accepted