THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 1405-006 CALL NO. 26-4821

Job Designation: Administrative Assistant

Department: Community Development Commission

Job Details: Permanent Full Time (Non-Union)

Salary Range: $66,429 - $79,747

Pay Grade: 2

Closing Date: Applications for this position must be received at oakville.ca no later than 11:59 pm on December 11, 2026.

Reporting to the Commissioner of Community Development, the Administrative Assistant is responsible for providing professional administrative, executive and confidential support to the Commissioner of Community Development and the community development departments while working in a team environment in unison with all Town departments and outside agencies.

What can I expect to do in this role?

- Managing day-to-day administration for the Commissioner of Community Development, including scheduling, resolving calendar conflicts, drafting of correspondence, reports and presentations, while maintaining high level of accuracy and confidentiality.
- Monitoring incoming emails for the Commissioner to ensure that issues of priority are dealt with in a timely manner. Forward and track public enquiry emails for appropriate response.
- Reviewing and distributing incoming and outgoing mail as required and general office filing, including maintaining electronic filing system.
- Scheduling and coordinating meetings, including logistics for meeting location and set-up, confirming availability of outside parties and meeting materials, arranging catering, resolving calendar conflicts, and providing immediate meeting/event support virtually/in person.
- Taking minutes, preparing and distributing agendas and minutes of meetings, preparing correspondence while maintaining a high level of accuracy and confidentiality.
- Assisting with special administrative projects as requested; researching and providing data and additional information. Performing basic information gathering as directed.
- Maintaining corporate files for the Commissioner of Community Development office.
- Representing the Commission as a member of the corporate administrative professionals' group.
- Representing the Town and the Commission in a professional and courteous manner in all dealings with the public, the Mayor and Members of Council, senior staff and other groups, agencies and individuals.
- Providing back-up coverage for other Administrative Assistants.
- Perform other duties as assigned.

How do I qualify?

You have a post-secondary diploma in Office Administration, Administrative Services or equivalent. Your formal education is augmented by 3 to 5 years of progressively responsible positions that have resulted in outstanding administrative office skills,

Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3

complemented by a highly developed understanding of municipal government and service delivery. An equivalent combination of education and experience may also be considered.

Our successful candidate will also have:

- The ability to respect confidentiality while demonstrating maturity, initiative, discretion and good judgment.
- The ability to manage multiple tasks simultaneously and respond and adapt effectively in a fast-paced environment.
- Effective interpersonal, organizational and communication skills to represent the Community Development Commission in a professional and courteous manner with the public, staff, and when coordinating customer service responses.
- Assisting in drafting reports to Council on behalf of the Commissioner.
- Proofreading, email preparation, minute taking, editing and report writing and preparing presentation materials.
- Proficiency with Microsoft Office, including Microsoft Outlook, MS Teams and eScribe.

Core Knowledge Required for Success:

You are an experienced professional with a comprehensive knowledge of:

- Microsoft Office products, automated financial systems for budget preparation and accounts payable/receivable
- Understanding of modern technologies and approaches to effectively support an executive office

We offer:

- A hybrid work environment subject to Town policy and departmental demands.
- A defined benefit pension plan (OMERS).
- An employer paid comprehensive health and dental benefit plan, including life and disability insurance and a health care spending account.
- A progressive work environment that prioritizes employee well-being, supports work-life balance, and empowers people to thrive both personally and professionally.
- Generous paid time off including vacation credit for previous related experience, floater day and public holidays.
- Pregnancy leave supplemental top up.
- Employee and Family Assistance Program (EFAP) to help employees and their families with personal, family, financial, and workplace challenges.
- Other great benefits include free on-site parking, free OPL library card, discounted fitness memberships and tuition reimbursement.

  * All entitlements are subject to change and eligibility requirements.

DATED: November 27, 2026

This job posting is for an existing vacancy and, therefore, will be filled accordingly.

The Town's recruitment software includes elements of artificial intelligence to assist in the screening and short-listing of qualified candidates.

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.

We thank all applicants and advise that only those selected for an interview will be contacted.