



MUNICIPAL HALL - ADMINISTRATION DEPARTMENT
EXECUTIVE ASSISTANT TO THE MAYOR AND CHIEF ADMINISTRATIVE OFFICER

The District of Oak Bay is a picturesque seaside community located within the Greater Victoria Region, with a population of +18,000. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining all the peacefulness and charm of a small town. Residents enjoy an exceptional quality of life, with miles of spectacular West Coast shoreline, brilliant beaches, parks and greenspace, quaint tree-lined streets and vibrant, boutique villages just beyond their doorsteps.

The District of Oak Bay is seeking a highly motivated administrative support professional to assume the duties of an Executive Assistant position within the Administration Office of the District due to the incumbent's relocation.

Reporting to the Chief Administrative Officer (CAO), this position is responsible for providing confidential executive administration support to the Mayor and the CAO. The work is varied and complex and a responsive, proactive approach to this role is required. Responsibilities include, but are not limited to: managing inboxes and calendars; developing systems and processes for enhanced organization and efficiencies; researching and compiling background information; arranging meetings and appointments; preparing briefing notes and correspondence; meeting setup/take down as necessary; participating in the District's records management processes; arranging travel and conference registrations; responding to inquiries/communications; and, completing special projects, such as organizing District-sponsored municipal events.

The position requires a high level of confidentiality, sound judgement, diplomacy, attention to detail, an understanding of the organization's strategic priorities and the ability to thrive in a fast-paced environment. Advanced administrative skills including the ability to write reports, speaking and briefing notes, and develop presentation materials are required. Also required is a demonstrated ability to work effectively and calmly under tight deadlines. And through it all, the ability to provide exemplary customer service to a wide variety of stakeholders is essential.

The ideal candidate will have an undergraduate degree or diploma in Public/Business Administration or related field and a minimum of five years directly related and progressive experience, including working with senior level staff. A combination of education and experience will be considered.

We would like to hear from you if you are qualified and interested in this position. Please submit resumes/cover letter to:

oakbayjobs@oakbay.ca

with ***Executive Assistant*** in the subject line not later than **4:30 pm on March 5, 2021.**

Applications received after that time will not be considered.

*We thank you for your interest in working for the District of Oak Bay
Only those selected for an interview will be contacted*

**District of Oak Bay
Position Description**

Position Title:	Executive Assistant to the Mayor and Chief Administrative Officer (CAO)
Reports To:	Chief Administrative Officer
Position Description Date:	January 2021
Positions Supervised:	

Nature and Scope of Work:

The Executive Assistant is responsible for providing confidential executive administration support to the Mayor, Council and CAO. This includes researching and compiling background information, arranging meetings and appointments, minute taking, participating in the District's records management processes, responding to inquiries/communications, preparing briefing notes, completing special projects and organizing events.

Key Accountabilities:

- Provides confidential and executive administrative support to the Mayor, Council and CAO, relieves the CAO of daily administrative work. Anticipates daily needs, organizes and compiles accurate briefing materials and ensures security of confidential documents and information. Manages calendar and inbox of CAO.
- Arranges appointments, receives and responds to, or directs telephone and public inquiries, conducts research, drafts correspondence and other communications on behalf of the Mayor and CAO.
- Manages the recordkeeping for the CAO and Mayor's offices in accordance with relevant legislation.
- Anticipates information needs and prepares, formats and compiles reports, correspondence and presentations; organizes appropriate materials for meetings, conferences and appointments. Acts as liaison with senior management and staff to request or follow-up on outstanding correspondence, reports and other matters.
- Coordinates conference and other program registrations and books accommodations and travel.
- Develops systems and processes to maximize efficiencies
- Processes invoices for authorization and payment.
- Prepares agendas for senior leadership team.
- Provides website and other social media support.
- Assists the CAO in the onboarding of new Council members and working on special projects.
- Coordinates and organizes municipal functions and events.
- Manages the general inbox of Mayor and Council.

- Other related duties and/or special projects as required by the Mayor and CAO

Required Knowledge, Skills and Abilities:

- This position deals with confidential and sensitive matters and requires a high degree of confidentiality, independence and judgement.
- Advanced administrative skills including ability to write reports, speaking notes and briefing notes.
- Proven ability to establish and maintain effective working relationships within and external to the organization.
- Knowledge of local government legislation and practices.
- Excellent written and verbal communication skills.
- Strong demonstrated ability to coordinate, prioritize, and manage multiple requests to meet required objectives and deadlines.
- Demonstrated ability to provide excellent service to both internal and external customers.
- Strong knowledge of best practices for document management.
- Strong computer application skills including Microsoft Office and Excel.
- Demonstrated ability to take minutes

Qualifications and Experience:

- Undergraduate degree or diploma in Public/Business Administration or related field;
- Minimum of five years directly related and progressive experience including working with senior level staff;
- Equivalent combination of education and experience.