

Position Title: Executive Assistant

Department: Office of the Chief Administrative Officer and Warden

Reports To: Chief Administrative Officer

Purpose

Reporting to the Chief Administrative Officer (CAO), the Executive Assistant is responsible for ensuring the smooth functioning of the Offices of the Warden and CAO. The incumbent provides highly responsible, self-directed and complex executive support to the CAO and Warden, including handling sensitive political and human resource issues, the creation of plans, the assignment and monitoring of actions to achieve strategic priorities and coordinating administrative and support functions for the Executive Offices. Conducts intergovernmental affairs and public policy research, prepares agendas, reviews, and organizes reports for meetings of Council, senior level meetings and briefs the CAO and Warden on matters of interest, as appropriate; responding to and/or redirecting inquiries/communications; and completing special projects, as assigned.

Responsibilities

Takes action to achieve strategic and operational priorities (40%)

- Attend meetings alone or with the CAO
- Proactively request and follow up on County priorities and action items with the appropriate department heads 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 this is appropriate for the desired use, and to be able to answer initial questions or clarifications about the material.
- Provide and support and backup activities for other areas and programs with the department, e.g. Communications, as needed, including writing, publishing and distribution of media releases, social media posts.
- Maintains liaison with Directors on behalf of the CAO to monitor corporate consistency of procedures and policies. On request, provides clarification of

policies and procedures.

- Coordinates with departmental staff to ensure proper briefings for the CAO.
- Assists external consultants with tasks on behalf of the County, as required.
- Manage the coordination and organization of various special events for the corporation and Council and assists with the planning and operation of municipal conferences, meetings and functions hosted by Grey County.

Intergovernmental Affairs and Public Policy Research/Analysis (30%)

- Takes a leadership role in identifying issues that should be monitored or influenced such as provincial and federal legislation, regulations, municipal by-laws, and opportunities for input from the County.
- Represents the County to other levels of government, Counties, and outside organizations.
- Researches and compiles background material for responses to issues and concerns raised by elected officials, senior management, etc., and for inquiries, correspondence, reports, and meetings.
- In providing administrative support, deals directly with committee members, Directors, Councillors, staff of Provincial Ministries, staff and elected officials of other Counties, municipal associations, unions, and consultants.
- Carry out research and qualitative and quantitative analysis on topics and complex public policy as requested, ensuring appropriate consultation or engagement, providing clear documentation of information, options, analysis, and recommendations. Includes the provision of reasonable approaches and timelines to make decisions and the preparation of reports for Council and Department Head meetings.

Administrative and Support to the CAO, Warden and Legal Services

- Provides confidential administrative support
- Prepares, formats, proofreads, edits or revises correspondence, email communication, Committee and Council reports, spreadsheets, and presentations.
- Maintains the security and release of confidential/sensitive documents; manages email and receives incoming mail; screens mail and ensures the CAO and Warden have background information available to be able to respond; acts/responds and follows-up on email inquiries, as necessary, on behalf of the CAO and Warden.

- Maintains and promotes the public image and public relations aspect of the County with integrity, professionalism and deportment when dealing with all matters relating to the CAO and the Warden.
- Overall coordination and organization of the CAO & Warden's office to ensure deadlines are understood and met.
- Provides administrative support to the Director of Legal Services as required.
- Act as the website administrator for the CAO's and Warden's office to update, post and change content as requested.
- Coordinates messages of congratulations, expressions of sympathy, letters of support and reference and welcome messages on behalf of the CAO.
- Attends and provides administrative support to various Special Committees of Council, including the Senior Management Team, CAO Performance Evaluation Committee, Emergency Control Group and any other special committees Task Forces and staff committees. Prepares agendas, reports, pre-circulated material, preparation of minutes, their distribution and follow up correspondence and policy decisions.
- Works with the Administrative Standards Committee to maintain continuity and act as a liaison to the Senior Management Team. Provides a leadership role to the Administrative Assistants. Briefs the Administrative Assistants for Departments as appropriate and requests meetings and follows up on behalf of the CAO.
- Process department invoices, create purchase orders, monitor spending, assist the CAO in identifying budget projections and prepare information for Financial Services as requested at year-end.
- Screens all tenders, RFP's contract award documents, etc., presented for the CAO's signature and works closely with the Finance department to ensure adherence to Purchasing By-laws and Financial signing authority policies.
- Provides liaison and administrative support to Councillors, as required, on behalf of the Warden and the CAO.
- Maintains the CAO and Warden's daily schedules and prepares background information in advance of meetings; always maintains awareness of CAO and Warden's whereabouts.
- Responsible for ensuring documents within the department are in an accessible format, as per the Accessibility for Ontarians with Disabilities Act (AODA),

including the Policies, Staff Reports, and all material posted to the County's website.

- Ensures documents are stored appropriately within the document management system.
- Compose, distribute, and file correspondence on behalf of Warden and CAO.
- Plans and organizes all travel arrangements for the CAO and Warden as well as others, as required, and ensures that presentation material and or paperwork is properly prepared for the trip.
- Performs other related duties for the CAO and Warden's Offices when required, as assigned by the CAO and / or the Warden in consultation with the CAO.
- Contribute as a team player by working co-operatively, helping, contributing ideas, and offering motivation and support to the Department and corporately.

Performs other related Responsibilities

- Promotes a high standard of customer service to the public as well as to all internal customers.
- Provides back up administrative support to the County Clerk, Director of Human Resources, and the Director of Finance in the absence of his/her administrative assistant during vacation, illness, peak periods.
- Responsible to provide support to the Emergency Management Control Centre.
- Responsible, as an employee, for occupational health and safety.
- Maintains skills and knowledge at a high level with courses, seminars, and selected reading.

Working Conditions

Normal working hours are a 35-hour week with overtime required from time to time to deal with emergencies, deadlines, special events and peak periods. Required to maintain professional public image of the County to other levels of government, outside organizations and the public.

Works in a high-profile public office with the requirement to juggle priorities, deal with constant interruptions and changing demands during a working day while maintaining a pleasant, professional, and positive demeanour. Required to maintain complete confidentiality and discretion due to the sensitive nature of administrative, personnel and policy matters.

Contacts

Internal Working Relationships

Requirement for ongoing working relationships with the Warden, Councillors, past Councillors, and staff at all levels as an administrative representative of the CAO's and Warden's office.

External Working Relationships

Establishes and maintains working relationships with Provincial Ministries, local municipalities, CAO's, elected officials and staff of other Counties, municipal associations, union business reps, consultants, local merchants, job applicants and the public. Frequent contact by news media.

Knowledge and Skill

- Requires bachelors' degree with a specialization in public policy or political science or related program.
- Minimum of 5 years' experience in a public sector administration environment, with a minimum three years assisting the portfolio of a senior manager in a municipal environment preferred.
- Knowledge of general office procedures, including financial, budget, records and information management filing system and its integration in an executive office environment.
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, initiative/self-management, accountability, and flexibility/adaptability.
- Demonstrated political acuity
- Clear understanding of executive office functions, political framework and Department structure for the County, and its constituents, affiliated municipalities, provincial ministries, and relevant agencies.
- Excellent computer literacy and proficiency utilizing MS Office software applications.
- Strong knowledge of the functions, operation and business of municipal government and the policies and customs of County Council, Committees and their relationship with staff and external contacts.
- Good organizational, coordinating, priority setting, communication, and public relations skills; ability to work calmly under the stress of conflicting deadlines and

assignments.

- Ability to work independently with minimal supervision and to represent the CAO and Warden effectively, with department, sensitivity, and confidentiality.
- Ability to apply sound judgement in decision-making when dealing with sensitive situations.
- Skills and ability to accurately record committee minutes and general proceedings.
- Demonstrated ability to research and investigate issues, prepare policy briefs, and make sound decisions to resolve problems and/or escalate, as necessary.
- Ability to complete a high volume of work with accuracy and within prescribed deadlines in a fast pace, high-pressure environment.
- Ability to work outside normal business hours, as required.

Impact of Error

Errors in judgement, resulting from breaches of confidentiality on personnel issues, union negotiations, etc., would result in loss of trust in the County's management system, financial impact and possible liability to the County.

Financial impact resulting from undetected errors or incorrect information; incorrect information in reports presented to Council and Committees could adversely affect Council's decisions.

Administrative and scheduling errors would result in confusion and unfavourable public relations brought on by lost credibility.