

Executive Assistant

Permanent

(Annual Salary Range: \$66,466 - \$74,802)

35 Hours/Week

Office of the Chief Administrative Officer and Warden

Are you interested in a challenging and fast paced career in municipal government? The County of Grey is responsible for critical public services including paramedics, social assistance, affordable housing, long term care, roads, and bridges and much more. We are currently recruiting for a highly motivated and professional individual to fill the position of Executive Assistant to the Chief Administrative Officer (CAO) and Warden.

Position Overview

- Responsible for providing highly responsible and complex administrative and executive support to the CAO and Warden, including handling sensitive political and human resource issues, coordinating administrative and support functions for the Executive Offices.
- Conducts research, drafts reports, prepares agendas, organizes materials for meetings of Council, senior level meetings; briefs the CAO and Warden on matters of interest, and completes special projects as assigned.
- Works with Directors on behalf of the CAO to monitor provincial program and regulatory changes, maintain consistency of corporate policies and take advantage of new opportunities.

Required Knowledge, Skills and Experience

- Requires bachelor's degree in a discipline related to County services.
- Minimum 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.

Information for Interested Candidates

A detailed job description and instructions on how to apply are available on the County's website, www.grey.ca/careers

Candidates for the above position are invited to submit resumes prior to the submission deadline: **Friday, August 13 at 4:30 p.m.**

We would like to take this opportunity to thank all applicants.

Only those to be interviewed will be contacted.

The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.