

THE TOWN OF ANTIGONISH

Employment Opportunity

Position: Special Projects & Executive Assistant

Department: Administration

Reports to: Chief Administrative Officer

Location: Town Hall

Salary Range: \$50,000 - \$56,000

General Accountability

Reporting to the Chief Administrative Officer, this position serves as coordinator to special projects as directed by the CAO, which includes research, strategic planning, occupational health and safety, and municipal elections and as executive assistant to the Mayor and CAO. The position is accountable for providing an exceptionally high level of confidential administrative and executive support for the management and organization of all administrative matters on behalf of the Chief Administrative Office. The Special Projects & Executive Assistant is required to maintain general awareness of local and municipal matters, corporate priorities and issues, and other matters affecting the municipality. This position has access to confidential and sensitive materials and absolute discretion is essential.

Responsibilities

Special Projects – 60%

Project Coordination and Research

- Coordinates and manages projects and processes, as determined by the CAO;
- Furnishes research to CAO and prepares reports, presentations, and other materials to inform decision making, as directed by the CAO
- Conducts investigations, reviews and evaluations of services or processes, as directed by the CAO
- Serve on Association of Municipal Administrators' (AMANS) committees to facilitate positive advancement of best practices in municipal government administration in Nova Scotia
- Maintains regular contact with the Department of Municipal Affairs and the Nova Scotia Federation of Municipalities (NSFM) to understand opportunities and priorities of the province as it relates to the Town

Strategic Planning

- Coordinates and participates in strategic planning process, implementation, and outcome-tracking activities
- Manage the administration functions for the senior management team, as directed by the CAO

Municipal Elections

- Supports the Returning Officer for municipal elections, as required

Executive Assistant to the Mayor and CAO – 40%

- Provide administrative support for the office of the Mayor and Chief Administrative Officer (CAO)
- Communicate and respond effectively to all inquiries via phone, mail, email and in person in a timely, professional manner with tact and diplomacy, prioritize and determine the appropriate course of action and follow up to ensure resolution
- Keep the Mayor and CAO well informed of upcoming commitments and responsibilities, and manage their calendars accordingly
- Ensure that the Mayor and/or CAO is prepared for attendance at meetings, events and functions
- Prepare correspondence on behalf of the Mayor and CAO, in conjunction with the Marketing and Communications Officer
- Meets with the CAO on a regular basis to organize work load of the office
- Other duties as assigned by the CAO

Qualifications

- A university degree in business or public administration would be considered an asset;
- Project management experience is considered an asset;
- Previous experience conducting research is considered an asset;
- Previous experience in a municipal environment;

Knowledge, Skills, Abilities

- Strong ability in general office management and administrative procedures;
- Excellent organizational and time management skills;
- Very strong computer literacy;
- Ability to effectively and strategically prioritize work load in a fast-paced environment;
- Strong written, verbal, and interpersonal communication skills;
- Political acuity;
- Ability to work with confidential information;

Relationships

The Special Projects & Executive Assistant position involves extensive liaison with Council, senior management and senior officials in the offices of various levels of government, representatives of community-based organizations, business community and extended contacts.

How to Apply

Closing date is February 8th, 2018, 4:00 pm. To apply for this position, please submit your cover letter and resume to Dianne Wilson at dwilson@townofantigonish.ca. Applications submitted beyond this date and time, or incomplete applications, will not be accepted.

We thank all applicants for their interest, however only candidates selected for an interview will be contacted.