

Senior Administrative Assistant CAO Office and Legislative Services

The Senior Administrative Assistant reports to the Manager of Legislative Services.

Responsible for the co-ordination and delivery of administrative duties for the CAO Office, Human Resources and Economic Development under the direction of the Manager of Legislative Services. This will include establishing and maintaining various administrative processes, handling confidential and sensitive information, and working with contracts and agreements as well as providing written reports to Council on a regular basis.

A key function of the Senior Administrative Assistant role will be to back-up the Manager of Legislative Services, as well as to back up to the Senior Administrative Assistant Infrastructure functions. The Senior Administrative Assistant will also provide administrative support to various committees; attend meetings, produce minutes and associated documents.

Some duties may vary due to the specific nature of the Department such as policy writing, Freedom of Information and Privacy Protection correspondence, documentation for human resources, and working with economic development partners. Additional training will be required for some duties.

The successful candidates must respect the confidential nature of this role. Some variable work hours will be required to support back-up and emergency functions.

QUALIFICATIONS

Successful completion of a related post-secondary education program. Three to five (3 – 5) years of progressively responsible office experience, preferably in municipal government. An equivalent combination of education, training, and experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES

- Familiar with the Municipal Government Act, and Freedom of Information and Protection of Privacy Act
- Working knowledge of contracts and agreements.
- An expectation of tact, discretion, confidentiality, and possess political acuity with both internal and external customers.
- Strong interpersonal skills including, the ability to work cooperatively with others, including the public.
- Effective time management skills; performs all duties with minimal supervision and works effectively with variable work loads and deadlines, to produce timely and accurate documentation. Analytical and problem-solving skills.

- Proficient verbal communication skills to provide and exchange information, clarify requests, and gather and interpret information.
- Excellent written communication skills including skills for drafting procedures and business documents; and proofreading skills with attention to detail for content and accuracy.
- Knowledge of and proficiency in computer applications, specifically in Microsoft Office products such as Word, Excel, PowerPoint, etc., Meeting software platforms, and on-line search engines.
- Knowledge of the Incident Command System (ICS) would be an asset.
- Successful candidates must be able to provide a current and clear Criminal Record Check

Applicants must clearly demonstrate how they meet minimum qualifications and requirement in their resume.

Pay Scale: Up to \$68,252.30 annually, depending on experience.

Benefits: As per the Town's HR Policy for Non-Union Employees

Employment Category: Out of Scope

Deadline for Application Submission: Until a suitable candidate is hired.

Please submit resumes via the [drumheller.ca](https://www.drumheller.ca) website under [Career Opportunities](https://www.drumheller.ca/your-municipality/career-opportunities) (<https://www.drumheller.ca/your-municipality/career-opportunities>)

The Town of Drumheller is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada are welcome to apply. We thank all applicants for their interest in this position; however only those candidates selected for an interview will be contacted.