



## EMPLOYMENT OPPORTUNITY

### EXECUTIVE ASSISTANT

Under the general supervision of the Chief Administrative Officer (CAO), the Executive Assistant (EA) provides executive administrative services and support to the CAO, Mayor and Council and must work cooperatively with Town Council, General Managers, Managers, Supervisors, and staff of the organization. The EA will establish and maintain relationships with senior officials of municipal, provincial, and federal government bodies, as well as business owners, residents, and general public. The EA is responsible for leading and coordinating daily operations of the Mayor and CAO Offices including the preparation of correspondence, reports, and general contracts under the guidance of the CAO.

We are seeking a candidate who:

- Demonstrates a high degree of personal initiative, organizational skills, integrity, professionalism, and political sensitivity
- Has exceptional communication skills and demonstrates a high level of tact and diplomacy
- Has the ability to foster positive relationships with all levels of government, stakeholders, businesses, internal and external customers
- Possesses excellent time management skills with the ability to balance multiple priorities and events
- Can evaluate and determine the priority of requests, research information, recommend, or take action to resolve issues
- Demonstrates knowledge of budgeting, including reconciliation of invoices and receipts
- Will use discretion to manage highly sensitive, political, and confidential information

Education:

- Post-Secondary diploma in Business Administration or related discipline
- Education in Local Government Administration is considered an asset
- Understanding of relevant municipal legislation, structure, policies, and procedures
- Familiarity with the Alberta Municipal Government Act

Experience:

- Minimum three (3) years related experience in Executive Assistant or Senior Administrative Support role
- Experience with electronic based records management system and basic accounting and database knowledge

Based on a 35-hour work week, the salary range for this position is \$66,075 - \$84,066 per annum. The Town offers an exceptional benefit package including the Local Authorities Pension Plan.

For complete details and to apply online, please visit [www.stonyplain.com](http://www.stonyplain.com)

**Competition #: 2023040**

**Deadline for application submission: Thursday, June 1, 2023, at 4:00pm**

*The Town of Stony Plain thanks all applicants, however, only those selected for an interview will be contacted.*