



**Town of Maple Creek  
Job Description**

<b>Job Title</b>	Executive Assistant
<b>Reports To</b>	Chief Administrative Officer
<b>Job Status</b>	Out-of-Scope

**Position Overview**

The Executive Assistant to the Chief Administrative Officer (CAO) is a multifaceted role that provides complex, specialized, and confidential office, administrative and corporate support to the CAO, including general office operations, human resource management activities, and Council and public relations support. The Executive Assistant, a member of the Senior Management Team, interacts daily with the Mayor, Council, committee members, representatives from businesses, community organizations, the public, and all levels of the Town's staff. The role is expected to maintain confidentiality in all aspects of its daily activities.

The Executive Assistant is responsible for handling confidential and sensitive political and human resource issues, preparing correspondence and reports, including Council Reports, taking minutes at meetings, scheduling meetings and appointments, responding to and/or redirecting inquiries, and completing special research and/or projects as assigned. Reporting directly to the CAO, this position liaises with the Town's departments, other levels of government, external agencies and boards, community groups, and members of the public. The Executive Assistant ensures the CAO's office is well-organized, efficient, and responsive to the needs of internal and external stakeholders and is directly involved in management of the Town's legislative functions as well as other core administrative business areas while upholding the strictest levels of confidentiality as required.

**Key Accountabilities and Duties**

***General Office and HR Management***

- Serves as the point of contact for the offices of the Mayor, Council and CAO and follows established procedures and policies in responding to requests, inquiries and/or redirect items to appropriate Town staff.
- Supports the confidential management of all human resources functions including employee recognition programs.
- Provides support during municipal elections and by-elections and works closely with the CAO in coordinating timelines, election workers, and locations, and ensuring all requirements of the Elections Act are met.

***Strategic HR and Policy Development***

- Assists in strategic human resource planning and policy development, ensuring alignment with the Town's vision and values.
- Supports the development of job descriptions, completes development plans and supports employee recruitment, employee relations, policies, labor relations, training, and negotiations.

***Employee Relations and Succession Planning***



## Town of Maple Creek Job Description

- Fosters positive employee relations and assists in addressing human resource issues in compliance with all legislated employment standards.
- Supports development of Town's succession plans for key positions to ensure operational continuity.

### ***Training and Communication***

- Assist in identifying and implementing training and development programs to enhance employee performance.
- Assists in communicating human resource policies and Town initiatives to internal and external stakeholders.

### ***Council and Public Relations Support***

- Provides confidential secretary and administrative support to Council, the CAO, and liaises as required in this capacity with the senior management team.
- Prepares agendas and minutes for circulation in support of Council; ensures action items are followed up.
- Prepares key messages and reports for Council as required and creates positive relationships with media and community contacts.
- Represents the Town professionally to the public and media.
- Responsible for the preparation and posting of public notices as required under *The Municipalities Act* and the Public Notice Bylaw.
- Act as a resource to all Town staff concerning the requirements of *The Local Authority Freedom of Information and Protection of Privacy (LAFOIP) Act*.

### ***Administrative and Documentation Support***

- To organize and attend all regular and special Council meetings, standing committee meetings, and other meetings/events as required.
- Assisting the CAO with daily administrative duties and completing a broad variety of administrative tasks including managing calendars, preparing for internal and external meetings, preparing grant applications, and arranging travel.
- Routinely researches material for the Office of the CAO.
- Assists in the preparation of bylaws, reports, policies, and other necessary documents.
- Ability to record concise minutes, adhering to procedures.
- Ensure safekeeping of all official records and documents.

The duties listed are not intended to limit the scope of work assignments and should not be considered an exhaustive list of all duties typically performed under this job title. Other duties and responsibilities as may be assigned to this role from time to time.

### **Qualifications**

#### ***Experience and Education Requirements***

- Post secondary education in Public Administration, Business Administration, or a related field
- Minimum 3 – 5 years of related administrative experience, preferably in a municipal environment and supporting senior management

#### ***Requirements***



## Town of Maple Creek Job Description

- A valid Class 5 Saskatchewan's Driver's License

### ***Knowledge, Skills, and Abilities***

- Ability to work independently and exercise considerable tact, judgement, initiative, and confidentiality
- Must be able to maintain the highest levels of confidentiality in relation to information received or collected during the course of the work.
- Strong communication skills with ability to communicate effectively and diplomatically both verbally and in writing
- Excellent organizational and time management skills
- Strong interpersonal skills combined with demonstrated analytical, administrative, problem-solving skills
- Demonstrated working knowledge of government and government administration at all levels, including *The Municipalities Act* and other legislation that directly applies to the Town.
- Demonstrates professional standards of conduct in interactions between individuals in business environment
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Familiarity with Saskatchewan employment standards

### **Competencies**

#### ***Quality:***

- **Attention to Detail:** Ensures tasks are completed with precision and a high standard of quality
- **Ownership:** Demonstrates a sense of responsibility and pride in delivering work that contributes to the organization's goals, ensuring deadlines are met and tasks are completed accurately
- **Leadership:** Excellent managerial, leadership, and interpersonal skills including: negotiations, dispute resolution and communications skills and the ability to manage conflict and sensitive situations in a tactful and professional manner.

#### ***Service:***

- **Customer Focus:** Delivers exceptional service to both internal and external customers, ensuring their needs are met with professionalism and courtesy

#### ***Communication:***

- **Communication:** Communicates information clearly and consistently, ensuring messages are understood and transmitted effectively
- **Interpersonal Relationships:** Must possess superior interpersonal skills and public relations skills to maintain harmonious working relationships with the general public and other staff members.

#### ***Efficiency:***

- **Organization:** Implements and maintains orderly processes, making information and tools readily accessible
- **Time Management:** Manages a diverse array of tasks, prioritizing as necessary to meet deadlines and objectives



## Town of Maple Creek Job Description

- **Resourcefulness:** Utilizes available tools and information to navigate challenging situations and support decision-making and problem-solving
- **Professionalism:** Upholds high standards of conduct and interaction in a business environment, fostering a professional workplace

### **Working Conditions**

The Executive Assistant works in an office setting, with extended lengths of time sitting in front of computer monitors. The Town of Maple Creek is a fast-paced environment, and this role requires adaptability, consistency, and maintenance of confidentiality of operations.

Hours will typically be from 8:30 am to 4:30 pm with additional meetings as required to be effective in the position. Flexibility is necessary as attendance at evening meetings is required.

This position is subject to pressures and challenges caused by the demand for services and the demand for production of quick, accurate and precise information.