

# CITY MANAGER'S EXECUTIVE ASSISTANT

The City Manager's Executive Assistant is responsible for:

- Providing extensive administrative support and advice to the City Manager, organizing and prioritizing matters, and acting on their behalf in communication with Department Heads, City Council, the general public, City Boards and Committees, and other levels of government and outside agencies.

Reporting to the City Manager, this position will perform the following duties:

- Compile and prepare general and confidential reports and correspondence with the highest degree of accuracy and attention to detail for the City Manager, City Council, Department Heads, City Boards and Committees
- Coordinate and compile meeting agendas; attend and take minutes for meetings such as Department Head, Strategic Management, Council Planning Sessions and Union/Management Committee
- Maintain a complete and comprehensive filing and retrieval system
- Initiate a wide variety of communications for the City Manager including e-mails, memos, letters, speaking notes, briefing notes and reports
- Coordinate and compile Quarterly Department Reports for City Council
- Maintain an appointment calendar for the City Manager and coordinate meetings
- Answer and respond to all inquiries or direct as appropriate
- Assist the City Manager with matters dealing with City unions and out-of-scope staff
- In the absence of the Communication Manager, coordinate news releases and public service announcements concerning activities of the City
- In the absence of the Mayor's Assistant, provide support to the Mayor and member of City Council

Qualified candidates will have graduated from a recognized post-secondary business program such as Business Administration or Local Government Administration; Minimum 5 years' experience in a progressively responsible administrative support position; Thorough knowledge of modern office procedures and administrative processes, including advanced skills in Microsoft Office Word, Excel and PowerPoint; General knowledge of Enterprise Resource Planning software; Excellent communication skills, both verbal and written; Strong interpersonal skills to establish and maintain effective and professional working relationships with City Council, senior Administration, City employees, other levels of government and outside agencies; Knowledge of all City Departments and their functions, as well as budget processes

Salary: \$57,672 - \$72,156 annually

If this opportunity appeals to you, please submit a resume prior to noon April 24, 2017, outlining your credentials and names of references and indicating Competition #17-07, to:

City of Moose Jaw, Human Resource Services  
Fax: (306) 694-4517 or E-mail: [postings@moosejaw.ca](mailto:postings@moosejaw.ca)

*We will contact applicants we wish to consider within 3 weeks of the competition closing date. All applicants are thanked for their interest.*