

**DISTRICT OF PEACHLAND**  
**Legislative Clerk/Executive Assistant - Exempt**

**NATURE AND SCOPE OF WORK**

Reporting to Director of Corporate Services, the Executive Assistant to the Mayor, Chief Administrative Officer and Director of Corporate Services, provides administrative support, handles correspondence and requests for information as required, records minutes at meetings when required, arranges details for municipal functions and meetings, books appointments, makes travel and accommodation arrangements, completes registrations for conferences, and assists with related matters as requested.

The incumbent is responsible for providing executive level secretarial and administrative assistance, is required to have exceptional skills with respect to handling administrative details and exercising excellent judgement in dealing with appropriate protocols. The incumbent is required to exercise courtesy, tact and diplomacy in handling confidential, non-routine information with the Mayor and Council, staff and the general public. The position can include frequent pressures of deadlines, a high work volume, and a high degree of attention to detail and mental concentration.

**DUTIES AND RESPONSIBILITIES**

- Provides general confidential secretarial support and administrative assistance functions for the Mayor, Chief Administrative Officer and Director of Corporate Services as required in a politically sensitive manner;
- Processes highly confidential and personnel material, documentation, reports, agreements and correspondence;
- Organizes special and ceremonial events and books travel arrangements as required;
- Assists with agenda preparation;
- Process Corporate advertising and communications as directed;
- Provide assistance with records management which includes maintaining File Trail records management software;
- Deputy Chief Election Officer for local government elections

**PREFERRED QUALIFICATIONS:**

- Post secondary education in a related field;
- Excellent interpersonal skills – must tactfully and professionally deal with various levels of government officials, members of the public and fellow employees;
- Experience in public sector corporate administration, preferably in the municipal sector, is desirable;
- Proficient computer skills and strong working knowledge of Microsoft Office;
- Excellent oral and written communication skills are necessary – ability to prepare reports, minutes and correspondence;
- Previous experience with and a working knowledge of the *Community Charter and Local Government Act*