

TOWNSHIP OF SOUTHGATE

JOB DESCRIPTION

Date of Update: March 2024	Executive Assistant to the CAO
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SECTION A: POSITION DESCRIPTION

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Executive Assistant to the CAO	Supervisor's Job Title: CAO
Standard hours of work per week: 37.5 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Administration Office	Department/Division: Administration
Employment Status: Full Time Salaried Position	Pay Band: 11

2) Scope of Position (A maximum of three sentences.)

Reporting to the CAO, the Executive Assistant provides high-level administrative support and assistance to the CAO in managing the administrative and operational functions of the Township. This position will complete research, prepare meeting agendas, briefs and minutes and assist the CAO with filing, correspondence, drafting council reports and being the overall liaison for the CAO, internally and externally.

Key Responsibilities	Tasks	Percent of Time
Administrative	<ul style="list-style-type: none"> - Support the Office of the CAO in the day-to-day operations of the office. - Organize and manage the CAO's schedule, including arranging and prioritizing meetings, appointments and conferences. - Act as the primary point of contact, both internally and externally, for the CAO. - Follow TOMRMS, file and manage the records of the CAO office accordingly. - Meeting coordination including scheduling, preparing meeting agendas, taking minutes and distributing relevant materials to participants. - Research, gather, analyze and summarize data, reports and other relevant information for the CAO. - Assist the CAO in planning, organizing, and coordinating various projects and initiatives by tracking project progress, deadlines and ensuring timely completion. - Provide positive and professional administrative support to ensure good customer service for internal and external customers. - Review incoming documents or reports to provide initial assessment of whether the item contains quality information this is appropriate for the desired use, and to be able to answer initial questions or clarifications about the material. - Prepares, formats, proofreads, edits or revises correspondence, email communication, Committee and Council reports, spreadsheets, and presentations. 	50%
Financial	<ul style="list-style-type: none"> - Coordinates departmental records, invoice coding, and purchasing card transactions for the department. - Coordinates the CAO's annual operating budget including monitoring and controlling expenditures. 	10%
Communication	<ul style="list-style-type: none"> - Serve as the liaison between the CAO and other staff members, departments and external stakeholders. - Monitors incoming emails and other correspondence and respond to general inquiries on behalf of the CAO. - Answer phone calls, emails and correspondence on behalf of the CAO, ensuring timely responses and forwarding relevant information. 	20%

Key Responsibilities	Tasks	Percent of Time
Other	<ul style="list-style-type: none"> - Manage the coordination and organization of various special events for the corporation and Council and assists with the planning and operation of municipal conferences, meetings and functions hosted by the Township of Southgate. - Maintain strict confidentiality of sensitive information and exercise discretion and integrity in handling private and confidential matters. - Assist the CAO with special projects and assignments as required. - Attend meetings on behalf of the CAO when required. - Performs other duties that are assigned by the CAO. - Assists the CAO to respond to inquiries, questionnaires, surveys and other information requests from federal, provincial and other related agencies and organizations. - Assists the CAO and department heads in grant programs including researching, application processing, reporting and tracking of programs. 	20%

SECTION B: SKILLS

1) Formal Education and External Training

<p>Highest level required</p> <p><input checked="" type="checkbox"/> High School</p> <p><input type="checkbox"/> Vocational School</p> <p><input checked="" type="checkbox"/> Community College</p> <p><input type="checkbox"/> University Degree</p> <p><input checked="" type="checkbox"/> Individual Courses</p>	<p>Specific Specialty or Degree? (List)</p> <p>- Post secondary education in office administration, business, communications, public administration or equivalent experience</p> <p>- Completion, working towards or willingness to complete the Municipal Administration Program through AMTCO</p>
<p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Discuss: As required for position.</p>	

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
Records & Information Management	3 months
Access & Privacy	3 months
Open Data/Open Government	6 months
Municipal Financial Software	3 months

3) Work Experience

Experience	Minimum Years Required
- Municipal administration	1-3 year
- Project management & research	Would be an asset
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, initiative/self-management, accountability, flexibility and adaptability	2 years
- Excellent analytical skills showing good judgement, sound problem solving and conflict resolution abilities	2 years
- Computer literacy and proficiency utilizing MS Office software applications and adaptability to program specific software	2 years
- Demonstrated organizational skills to meet strict and time sensitive deadlines	2 years

4) Other Key Skills:

- Excellent organizational and analytical skills.
- Excellent communication and interpersonal skills.
- Computer and software application skills.
- Collaborative professional and supportive colleague.
- Excellent time management skills.

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Subordinates	N/A		
Co-workers (my dept.)	Frequently		
Co-workers (other dept.)	Frequently		
Supervisor (my dept.)	Frequently		
Supervisor (other dept.)	Occasionally		
Dept. Head (my dept.)	Frequently		
Dept. Head (other dept.)	Frequently		
Staff in other municipalities	Occasionally		
CAO	Frequently		
Other: Specify Below			

External Contacts			
Ratepayers	Occasionally		
Children/Students	Seldom		
Seniors	Seldom		
Supplier	Occasionally		
General Public (Not residents)	Occasionally		
Business representatives	Occasionally		
Consultants	Occasionally		
Planners, etc.	Seldom		
Auditors	Seldom		
Solicitors	Seldom		
Funding Organizations	Occasionally		
Government Officials	Occasionally		
Boards	Occasionally		
Council (your own)	Occasionally		
Council (other municipalities)	Seldom		
Media	Seldom		
Ratepayers Groups	Seldom		
Interpersonal skills: Ability to maintain confidentiality. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with other employees, elected officials, community groups, and the general public.			

6) Decision Making

Works with detailed, complex, and sensitive materials and must exercise considerable judgment, diplomacy, and human relation skills in dealing with complex problems relating to day-to-day operations.

7) Problem Solving Responsibilities

Problems requiring a decision that follows regulations, policies, and procedures.

8) Equipment & Technology Utilized

Computer and other standard office equipment

SECTION C: RESPONSIBILITY

1) Program Delivery

Responsibility for day to day operations of the CAO office.

2) Impact and Accountabilities

Accountable to CAO, Council and employees.
 Errors can have an adverse impact on financial resources, morale, departmental and program effectiveness, public relations, and potential for legal problems.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
Indirect Subordinates – Job Titles	Number of Staff
Provides training/instruction to others – Indirect Subordinates -Job Titles	Number of Staff

4) Material and Information Resources

Municipal Act
 Southgate Community Strategic Plan
 Southgate Policies and Procedures
 Confidential and sensitive information, including personnel information.

5) Financial Resources

Coordinates the CAO’s annual operating budget including monitoring and controlling expenditures.

SECTION D: WORKING CONDITIONS

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting				X	
Standing			X		
Noise Exposure		X			
Adverse Temperature		X			
Pushing/Pulling		X			
Lifting/Carrying		X			

Dust		X			
Odors		X			
Other (Specify) Physical Aspects					

2) Health & Safety Hazards

Sitting for long periods. A lot of typing.

Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

3) Travel

Attend workshops, training, meetings, as required.

4) Driving

Usually within the Municipality and as required outside the township to meetings, offsite training & seminars, conferences, etc.

5) Mental Environment

Busy office environment; distractions and interruptions, background noise.
Access to and working with confidential information.
Shift attention from one task/activity to another.

SECTION E: EFFORT

1) Mental Effort

Multiple tasks and projects with demands for deadlines.
This position requires of mental effort to manage multiple projects and tasks at once with deadlines.

2) Physical Effort

Minimal physical effort.

SECTION F: ADDITIONAL INFORMATION

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____ **Date Completed:** _____
Signature

Supervisor: _____ **Date Completed:** _____
Signature

CAO: _____ **Date Completed:** _____
Signature