

**CITY OF FORT ST. JOHN  
POSITION DESCRIPTION**

**POSITION TITLE:** EXECUTIVE ASSISTANT  
**ACCOUNTABLE TO:** EXECUTIVE LEADERSHIP TEAM  
**DATE:** FEBRUARY 2022

**NATURE AND SCOPE OF WORK**

The Executive Assistant is responsible for providing administrative services of a complex, sensitive, and diversified nature to the members of the Executive Leadership Team. In this position, using superior time management, effective communication both verbally and written, and keen judgement, the incumbent will be a reliable self-starter who plays an instrumental supporting role in ensuring the effectiveness of the offices of the Deputy CAO, CHRO and CFO. Handling issues and correspondence of a confidential nature, this position will be required to be highly organized in being tasked with making meeting arrangements, providing and compiling critical information, preparing detailed reports, presentations, agendas, meeting minutes and a variety of sophisticated documents. This position will require considerable independent judgment and the ability to deal with confidential information in a professional a tactful manner.

**RESPONSIBLE TO**

Reports to the Deputy CAO

**SUPERVISION EXERCISED**

None

**KEY RESPONSIBILITIES**

Performs a variety of administrative duties frequently of a confidential nature including: making meeting arrangements, providing and compiling critical information, directing incoming messages, typing and processing a variety of sophisticated documents, drafting of appropriate responses and working on confidential projects.

Prepares detailed reports, presentations, agendas, meeting minutes, graphs, and complex documents.

Prepares travel arrangements for members for the Executive Leadership Team as required. Completes and processes travel expense claim forms.

Provide full administrative support to committees, projects and operations as assigned.

Proofs documents for content and accuracy; tracks and returns to appropriate person or department.

Researches confidential and non-confidential data and other information for use by the Executive Leadership Team.

Ensures the Executive Leadership Team calendars are current. Reviews calendars on a daily basis and

ensures the necessary information is prepared for their appointments.

Coordinates arrangements for events as assigned, including: refreshments, purchasing appropriate gifts, decorations and other items; secures suitable meeting places and the necessary equipment for meetings and events.

Provides a variety of information and assistance to internal and external contacts as required, ensuring the appropriateness of releasing the information of a confidential or sensitive nature and referring inquiries to other departments as appropriate.

Keeps informed of general activities and concerns of the Executive Leadership Team; answers inquiries and complaints from staff and public as able, referring others to appropriate departments and maintains a good working relationship with members of Council, staff and the public.

Promotes the City's corporate philosophy and goals.

Promotes the Fort St. John area and the City of Fort St. John as an organization by providing accurate information to those enquiring about our services, facilities and our community.

Ensures that inquiries and complaints regarding department policies and activities are handled promptly, effectively, efficiently, and with courtesy.

Maintains a level of continuing education so as to keep abreast of developments in all phases of work responsibilities.

Provides assistance to other Directors and staff as directed or required.

### **CORE PERFORMANCE OBJECTIVES**

- Client Focused – strives to provide superior public service
- Resource Management – never takes money from taxpayers before absolutely necessary
- Leadership – professional recommendation, servient implementation
- Innovation – debates and challenges processes

### **CORE COMPETENCIES**

- Communication – clearly conveys and receives messages to meet needs of all; involving listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages
- Teamwork – works co-operatively and productively with others to achieve results
- Problem Solving and Judgment – Assesses options and implications in order to identify solutions
- Results Oriented – knows what results are important, focuses resources to achieve those in alignment with the goals of the organization
- Adaptability – shows personal willingness and ability to effectively work in, and adapt to change

## **HEALTH & SAFETY COMPETENCY**

- Health & Safety – Demonstrates and leads by example by actively participating in Health & Safety. (Promotes health and safety and take a preventative approach to reducing the risk of workplace incidents and illness while continuously improving our safety culture).

## **REQUIRED QUALIFICATIONS, KNOWLEDGE, ABILITIES AND SKILLS**

Completion of Grade 12 or equivalent, supplemented by a completion of a post-secondary program in office administration.

Minimum of three years of related experience in an administrative role, preferably in municipal government.

BC Class 5 Drivers' License

Advance knowledge of MS Office products, principally Word, Excel, PowerPoint, and Outlook; familiarity with performing administrative tasks on a server-based network.

Demonstrated problem solving ability, ability to work independently, within assigned timeframes, with ability to multi-task and prioritize

Excellent interpersonal skills and demonstrated ability to handle a complex and varied workload in a flexible manner, often under pressure.

Proven minute taking ability completed accurately and in a timely manner; ability to type with considerable speed and accuracy.

Excellent proofreading skills, as it relates to grammar, spelling, punctuation, business letter, and report writing techniques.

Excellent verbal and written communication skills with both City staff and external contacts.

Ability to present a neat appearance and to deal with confidential information in a professional and tactful manner.

Ability to work varied hours as necessary to meet the requirements of the position.