

## EXECUTIVE ASSISTANT (Permanent Exempt)

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### Reports To

Manager of Corporate Services

### Summary

Reporting to the Manager of Corporate Services, the Executive Assistant is responsible for a wide variety of administrative duties in support of Council, the senior management team, and Chief Administrative Officer. This involves providing administrative and clerical support services of a confidential nature requiring a high level of accuracy under minimal supervision. The Executive Assistant also oversees corporate communications, and administers the District's human resource and occupational health and safety programs.

### Job Duties

#### General

- Assists in the preparation of agendas, minutes, bylaws, reports, etc. in consultation with the Manager of Corporate Services.
- Assists in the coordination of Council meetings, Public Hearings, and Committee meetings. Operates audio video equipment and acts as the recording secretary at these meetings, as needed.
- Drafts correspondence and other documents arising from Council and Committee meetings.
- Assists with all aspects of records management including public and confidential data, safekeeping of the District's records including Council minutes, resolutions, bylaws, financial, closed meeting, human resources, legal files and other documents.
- Assists in the discharge of duties under the *Freedom of Information and Protection of Privacy Act*, including requests for access to records.
- Coordinates Council travel, registration, and attendance associated with functions, events, receptions, conferences, meetings, and seminars.
- Assists in the preparation and distribution of District communications including public notices, news releases, social media, and advertisements.
- Assists with overall management of the municipal website including preparing, uploading documents, maintaining content, and liaising with service providers.
- Provides coverage for the Finance/Administrative Clerk and front counter when necessary.
- Performs other duties as assigned.

#### Human Resources and Occupational Health and Safety

- Assists in the development and oversight of human resource services including job descriptions, seniority lists and policies.

- Assists in the recruitment process including preparing job post, scheduling interviews and preparation of interview materials.
- Participates in applicant interviews, as required.
- Assists in processing of grievances, arbitration and related labour relation matters in accordance with established practices.
- Oversees the District of Ucluelet Occupational Health and Safety Program.
- Assists in the supervise and training of casual/temporary employees.

**Knowledge, Skills and Abilities**

- Working knowledge of parliamentary procedure, applicable legislation, and government policies.
- Strong understanding of Human Resource principles.
- Proven ability to maintain confidences and ensure confidentiality of information and records.
- Excellent customer service skills and ability to act with tact, authority and discretion.
- Strong organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established timelines.
- Effective interpersonal, written, and oral communication skills including an exceptional command of the English language.
- High degree of skill in recording and transcribing minutes.
- Knowledge of modern office practices and procedures with reference to clerical and secretarial operations, records management and communications.
- High level of skill with standard office applications and equipment, with emphasis on Civic Web, Microsoft Office Suite, Adobe and Canva applications.
- Working knowledge of website design, maintenance and social media.

**Qualifications**

- Grade 12 with an Administration, Human Resources, or Communications Diploma or equivalent training and experience
- Minimum of two years working in local government, human resources, communications, or legal setting is preferred.
- Valid Class 5 B.C. Driver's License.
- Successful criminal record check.