

DTR Job Description



Position Title: Executive Assistant

Department: Administration

Reports To: Chief Administrative Officer (CAO)

Date: August 31, 2022

Job Purpose/Summary:

Reporting to the Chief Administrative Officer this is a senior administrative position responsible for a wide range of confidential responsibilities associated with the position of CAO and the Mayor and Council for the District of Tumbler Ridge. The incumbent provides confidential administrative support and technical expertise to achieve municipal objectives and prepares agendas and records minutes Council and Committees. The incumbent prepares internal and external municipal documents, schedules CAO meetings and appointments and follows up with the CAO to ensure time commitments are met.

Examples of Work:

Executive Assistant will:

- Provide Confidential Administrative Support to the CAO, Mayor and Council;
- Facilitate positive communications and professional relations between the CAO Office, DTR, partnership groups, external agencies; general public and other Stakeholders;
- Plan, develops, and implement internal and external communication strategies to facilitate communication between community members, relevant stakeholders, Mayor, Council and Municipal staff;
- In cooperation with the Economic Development and Tourism team, manage DTR social media presence (Twitter, Facebook, etc.) and the DTR website to ensure all content generated is accurate, relevant, creative, and engaging;
- Act as a liaison between the general public, community organizations and the Mayor;
- Perform executive administrative functions, including public relations matters on behalf of the Mayor;
- Book Council Travel, Event Registrations and logistics;
- Prepare, publish and distribute a wide variety of publications, memoranda, agendas, minutes, reports and presentations while meeting multiple deadlines;
- Provide backup support for Regular Council and PPC Meetings;
- Prepare and review of briefing packages, meeting minutes, strategic plans, communications and related documents;

Knowledge, Skills and Requirements:

Education/Qualifications:

- A Bachelors' degree in Business Administration, Public Relations, Marketing or Communications, or a related field; and
- Minimum of five (5) years of progressive and relevant experience in an executive assistant role, ideally within a government environment, or equivalent combination of education and experience.

Competencies:

- Ability to establish, maintain and promote friendly, co-operative and productive relationships with other Departments, other Government agencies, auditors, elected officials and the general public;
- Ability to effectively plan, organize, and execute work assignments in a timely, efficient manner, with little supervision;
- Ability to take initiative;
- Uphold a strict level of confidentiality at all times;
- Excellent verbal, written, organizational, project management, keyboard and problem solving skills with impeccable multi-tasking abilities;

- Respond to a wide range of inquiries (written, telephone, and in-person) and ensuring appropriate response from District staff;
- Represent the District as part of steering committees and meetings with external agencies;
- Maintain office records, files and reports;
- Conduct research and development as required;
- Assist with special operations and special projects as assigned (Service and Volunteer Awards, Summer BBQ, etc.);
- Assist in researching and applying for appropriate grants for DTR;
- Promote and supports the mission, vision, and values of the District of Tumbler Ridge; and
- Other job related duties as required.

- Effective writing skills and precision for preparing comprehensive reports, studies, summaries and projections;
- Good personal mastery and performance as a team player, with proven ability to role model the behaviours associated with a constructive culture and a commitment to health, wellness and safety;
- Demonstrated computer proficiency;
- Strong problem solving ability-able to react/adapt to changing demands and/or conditions;
- Ability to function effectively in a diverse and fast paced work environment with challenging and often competing priorities;
- Strong analytical and critical systems thinking skills;
- Respectful and professional demeanour
- High level of proficiency with MS Office and related office software;
- Alignment with the DTR's Values of Community, Service, Teamwork, Integrity, and Innovation; and
- Valid class 5 B.C. Driver's license

Working Conditions:

- Work schedule will normally be Monday to Friday within the hours required to ensure effective performance;
- Extended periods of sitting;
- Interaction with others under varying circumstances-including situations of a highly sensitive nature;
- Working in a busy office environment with frequent interruptions;
- Interaction with employees, management, and the public; and
- Attendance and conducting of meeting and presentations.

A SATISFACTORY CRIMINAL RECORD CHECK MUST BE COMPLETED

Other information:

The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed at any time at the discretion of management. **Changes will not be considered a breach in employment contract.**

Core Values:

Every employee is expected to demonstrate commitment to the following core values:

- Safety
- Integrity
- Personal Responsibility
- Team Work
- Respect
- Inclusiveness