**CITY OF YELLOWKNIFE**

JOB DESCRIPTION

December 2011

**POSITION TITLE:** Executive Assistant **POSITION NO:** #120-103/121-102M

**DEPARTMENT:** Communications and Economic Development **DIVISION:** City Clerk

**LOCATION:** City Hall **SUPERVISOR’S TITLE:** Senior Executive Assistant

**SUMMARY OF THIS POSITION**

Under the supervision of the Senior Executive Assistant, and general direction of the City Clerk, the incumbent is responsible for providing a full range of routine and confidential administrative and secretarial support services in politically and administratively sensitive areas to the Mayor and Council, senior management and departmental managers, including special assignments involving a variety of projects for the City.

**OUTLINE OF DUTIES**

* Provides confidential administrative and secretarial support to Mayor and Council, senior management and departmental managers, including:

- Scheduling appointments and travel arrangements;

- data entry;

- preparing correspondence/emails;

- drafting and/or editing, proofreading and formatting reports, contracts, agreements, presentations and speeches;

- utilizing the City’s records management system effectively and efficiently including the profiling, retrieval and storage of documents to ensure files and records are maintained in accordance with City policies and maintaining a mail log of all correspondence, including emails;

- coordinating meetings involving the Mayor, Council, City management, dignitaries, Territorial and Federal government administrative staff, business and professional groups, the press and the public in general;

- attending meetings and producing minutes or verbatim transcripts;

- receiving and screening visitors;

- responding to telephone, walk-in and written enquiries regarding municipal activities and functions, including referring matters to the attention of the Mayor, City Administrator, Directors or other appropriate contacts as required;

- communicating and maintaining good public relations with Territorial and Federal government personnel, clubs and organizations, business and professional groups, news media and other City staff;

- maintaining confidentiality in politically and administratively sensitive areas;

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- maintaining vehicle and boardroom bookings as required;

- coordinating, reviewing and updating the content of various parts of the City’s website to ensure that the information is accurate, up to date and relevant;

- assisting with election procedures;

- assisting with the administration of the cemetery including burial and monument permits, reports, maintaining a registry, invoicing and coordination of interments;

- assisting with the preparation and organization of background materials required for collective bargaining as required;

- reviewing, verifying and preparing for payment, invoices charged to the administrative cost centers;

- researching items and compiling information for budget preparation;

- assisting in coverage for other Executive Assistants;

- assisting other City staff with research and preparation of documents as required.

* Organizes special events and civic functions hosted by the City by:

- organizing and participating in City functions on behalf of the City as required;

* Other related duties as may be required.

**SPECIFICATIONS**

This position requires senior secretarial/administrative skills and knowledge that includes the ability to work independently, and requires professional communication and public relations skills that employ tact and diplomacy. The incumbent must possess good administrative/organizational skills and the ability to assess and constantly evaluate priorities. The incumbent must be proficient in the use of standard word processing, desktop publishing and web posting software. There is a need for a high level of accuracy. Knowledge of municipal operations and programs and roles of Council, Boards and Departments is also required. Knowledge of Territorial government organizational structure is an asset.

This is normally acquired through completion of Grade 12, successful completion of a secretarial or administrative diploma and a minimum of 5 years experience in a progressively responsible confidential administrative position at a senior level. Exposure to the legal field is an asset.

**DECISION MAKING**

Decisions include screening calls and visitors, setting up appointments and meetings, and making travel arrangements. Decisions are also made with respect to conducting research, responding to correspondence/emails and enquiries and routing information flow as required.

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**CONTACTS**

The incumbent has frequent contact with members of Council, senior administration and staff, persons holding all levels of political office, senior members of all levels of government, and members of the public and business community for the purposes of providing and obtaining information.

**PUBLIC SENSITIVITY**

The incumbent must have the ability to recognize, and work with tact, diplomacy and confidentiality, when necessary, when dealing with politically sensitive issues; must adapt to and assist in the implementation of changes in organizational structure, remain abreast of current political issues, assist in bridging the gap of the administrative and political areas, work effectively under pressure and with conflicting priorities, demonstrate initiative in responding to enquiries, establish and maintain efficient routines, and work within prescribed deadlines.

**SUPERVISION**

This position has no supervisory responsibilities.

**COMPLEXITY OF WORK**

Duties are varied, of major importance, requiring confidentiality and an ability to function in pressure situations and meet tight deadlines. Monitoring/responding to emails when Mayor, City Administrator or Directors are engaged or absent for periods of time can be complex. To do this, the position requires a good working knowledge of the political and economic development of the community, operation of municipal government organizations, Territorial legislation and corresponding municipal by-laws and policies. The ability to prioritize workload and identify and act on items of an urgent nature is required. Because the incumbent will be entrusted with privileged information, a high degree of discretion and diplomacy must be exercised. Errors or mistakes could be costly and a source of embarrassment to the Mayor, Council or the City in general.

**EFFORT**

**MENTAL**

This position requires the ability to work independently and to balance multiple diverse projects in a fast-paced environment where priorities are frequently adjusted. As such, it requires a high

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degree of mental concentration and meticulous attention to detail. Substantial mental effort is required due to deadlines and the high volume of work.

**PHYSICAL**

There is minimal physical effort required except sustained periods of sitting.

**WORKING CONDITIONS**

**ENVIRONMENT**

The position is in a normal office environment.

**HAZARDS**

There are no hazards associated with this position. However, the incumbent is required to follow safe ergonomic principles in order to avoid any difficulties in this area.

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I have read and understand this job description. The Human Resources Division has informed me that it is a general description of the duties and responsibilities and qualifications required for my position, which forms the basis for my classification level and against which my performance will be evaluated.

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Employee’s Signature Date

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Department Head’s Authorization Date

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Human Resources’ Authorization Date

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City Administrator’s Authorization Date

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