

Job Title:	Executive Assistant to the CAO / Strategic Initiatives Coordinator
Department:	Office of the CAO
Reports To:	CAO
Salary Band:	Band 7 (under review), 35 hours per week
Last Update:	January 2025

Position Summary:

The Executive Assistant to the CAO / Strategic Initiatives Coordinator provides high-level administrative and strategic support to the Chief Administrative Officer (CAO) and the municipality's Senior Leadership team. This dual-role position encompasses executive assistance functions, such as managing the CAO's office, coordinating calendars, meetings, communications, assisting with drafting media releases and monitoring social media, while also playing a critical role in supporting and implementing key strategic initiatives aimed at advancing municipal goals and objectives.

This position requires a highly organized, proactive, and resourceful individual with excellent communication and project management skills, capable of balancing administrative duties with the coordination of complex strategic projects that align with the municipality's long-term vision.

1. Key Responsibilities

Executive Assistant to the CAO:

- a) Manage the CAO's calendar, scheduling appointments, meetings, etc;
- b) Manage the office of the CAO in a professional manner. Conduct research, prepare letters, memos and reports, respond to emails and telephone inquiries, develop policies, provide advice, and schedule appointments;
- c) Organize and maintain office systems, files, and records in a confidential manner;
- d) Coordinate and prepare agendas, reports, minutes, and follow-up action items for meetings attended by the CAO, including Council meetings, senior leadership meetings, and other municipal committees;
- e) Administer the CAO's annual operating budgets including monitoring and controlling expenditures;
- f) Act as liaison with government officials, the media, Township Departments and any other external parties;
- g) Conduct background research and analysis to inform the CAO's decision-making process on key municipal issues;
- h) Work with the Manager of Business, Community Engagement & Communications on various forms of Corporate Communications;

Strategic Initiatives Coordinator:

- a) Assist in the development, coordination, and execution of strategic initiatives and key municipal projects;
- b) Track the progress of assigned strategic initiatives, ensuring milestones are met and reporting updates to the CAO and senior leadership team;
- c) Collaborate with internal departments and external partners to ensure effective implementation of strategic goals;
- d) Contribute to the development and refinement of municipal strategies, policies, and programs;
- e) Assist in preparing reports and presentations for Council and the CAO on the status and outcomes of strategic initiatives;
- f) Foster relationships with municipal staff, elected officials, community organizations, and other key stakeholders;
- g) Assist in coordinating public consultation processes, forums, and workshops related to strategic initiatives;
- h) Develop and maintain systems to monitor and report on the progress of assigned strategic initiatives, ensuring transparency and accountability;
- i) Assist with data collection and analysis related to the effectiveness and impact of strategic projects.

2. Compliance

- a) Comply with and perform duties in accordance with the Code of Conduct;
- b) Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act;
- c) Keep apprised of current regulations, best practices, and emerging trends;
- d) Comply with the Occupational Health and Safety Act and Regulations and Corporate Occupational Health and Safety Program, related policies and procedures.

Supervisory Responsibilities:

- None

Education, Experience and Qualifications:

- A diploma or degree in public administration, business administration, project management, Communications, Public Relations or a related field. Equivalent experience may be considered.
- Minimum five years' experience in a municipal setting with demonstrated understanding of municipal operations and administrative/project experience.
- Proven experience in strategic planning, project management, or policy development is highly desirable.

- Completion or working towards the Municipal Administration Program offered through AMCTO.
- Excellent organizational, verbal and written communication skills, interpersonal skills, time management, and the ability to work in a team environment.
- Excellent computer skills using Microsoft 365 including Outlook, Excel, Word, PowerPoint, Outlook, Teams and the Internet.
- Experience with the use of Social Media/Media Networking.
- Ability to manage sensitive and confidential information with discretion.
- Strong problem-solving skills and attention to detail.
- Ability to work independently and collaboratively within a team environment.
- Understanding of municipal governance, policies, and procedures is an asset.
- Must possess a valid class 'G' Ontario driver's licence and access to a reliable vehicle.
- A current and acceptable Criminal Record Check is required for this position at the incumbent's expense, prior to the commencement date.

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Other duties and responsibilities are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.