



The Corporation of the Town of Petrolia
is seeking a

EXECUTIVE ASSISTANT | LEGISLATIVE SERVICES
(Permanent Full Time Employee)

The Executive Assistant | Legislative Services supports the offices of the Chief Administrative Officer and the Municipal Clerk. This role will coordinate and manage executive scheduling, prepare, and organize important legal and strategic materials and plans, and support department and council meetings and the preparation of materials. The dynamic nature of this role requires that the ideal candidate has exemplary time management skills and the ability to identify and anticipate the needs of the offices they support. The role must interact seamlessly and with a professional demeanour across a broad range of individuals including the CAO, Municipal Clerk, Senior Management Team, Elected Officials, and other support staff.

Location	Administration
Employee Group	Non-Union
Status	Permanent, Full Time – 37.5 hrs/wk
Salary	\$51,048 - \$62,108

Key Responsibilities:

- Support the offices of the CAO and the Municipal Clerk (manage schedules, organize and prepare for meetings, including gathering documents and attending to logistics of meetings, handle printing, mail, copying, filing, and email/messages etc.)
- Council and Committee of Council administration support (prepare Council Chambers and MacFarlane room for meetings, prepare by-laws and minutes for signature, arrange for catering, when necessary, serve as staff liaison or recording secretary when required).
- Planning and development administrative support.
- Oversee scheduling calendar of meetings held within Victoria Hall (Council Chambers, MacFarlane Room, Lobby area etc.)
- iCompass support (provide support to Directors and Elected Officials, liaise with iCompass to resolve any operational concerns, enter Reports to Council, Agenda & Minutes when necessary).
- Office supply management.
- Assist with licensing and vital statistics.
- Assist with filing and records retention.
- Other duties as assigned.

Skills and Requirements:

- A detail-oriented self-starter with prior experience in administrative support.
- Exhibits sound judgment with the ability to multitask, prioritize and make decisions and at times adapt to challenges associated with a busy work environment.
- Effective planning, time management, proof reading, research, analytical reasoning, and problem-solving skills.
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel). Knowledge of Keystone Software, iCompass, and TOMRMS an asset
- Diploma in Executive Office Administration or related discipline, required.
- Diploma in Municipal Administration (MAP) or greater, an asset.
- 5 + years of experience as an Executive Assistant, required.
- 2 + years of experience with records management and retention.
- Knowledge of municipal government processes and parliamentary procedures, experience in a Municipal Environment and with municipal elections, an asset.
- Knowledge of the Municipal Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act, an asset.

Full Job Description can be requested from Jess Smith at 411 Greenfield Street
Resumes to be submitted in confidence no later than **4:30 pm on Friday June 7, 2024.**
Resumes clearly marked "Executive Assistant / Legislative Services" to be directed to:

Town of Petrolia - 411 Greenfield Street
Petrolia, Ontario N0N 1R0
or electronically to: jsmith@petrolia.ca

We appreciate the interest of all those who respond; however, only those selected for an interview will be contacted. Information obtained through this posting is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. The Town of Petrolia is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Clerks Department to ensure your accessibility needs are accommodated throughout this process.