

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following vacancy:

Executive Assistant

Permanent, full-time position

Summary

Reporting to the Chief Administrative Officer (CAO), the Executive Assistant to CAO will be responsible for a wide variety of projects, research and administrative duties in support of the CAO. The Executive Assistant to CAO is regularly exposed to sensitive and confidential information and thus required to be trustworthy, display a high degree of integrity, and professionally interact with County Council, staff, stakeholders and the public. The role requires a team-oriented, personable individual who takes initiative, has a high level of attention to detail, has an interest in the services and programs provided by the County, and can positively reflect the Corporation's values.

Job Duties:

- Undertake special projects independently.
- Conduct research, analyze issues, write comprehensive reports on a variety of social, political and local government issues.
- Understand and keep abreast of local and municipal matters, with a focus on the services and programs provided by all County departments, and how the County relates to member municipalities and other levels of government.
- Attend CAOs' Committees, Management Operating Committees, and other committees, and proactively create agendas and minutes using electronic meeting management software.
- Manage all day-to-day and administrative operations in a busy CAO's office.
- Proactively coordinate meetings with a variety of internal and external stakeholders and maintain the work schedule and calendar of the CAO. Also, work closely with the Communications Director, Clerk and Deputy Clerk.
- Coordinate travel arrangements for the CAO and Warden
- Draft, edit, and review correspondence, reports, briefing notes, and presentations.
- Assist with corporate-wide communication initiatives and events.
- Provide support to the County Warden and Council as required.
- Complete expense reports, pay invoices, and other related duties;
- Present a professional image of the CAO office and cultivate positive relationships with all internal and external stakeholders
- Other duties shall be assigned as required.

Requirements:

- Post-Secondary Diploma or Degree in Business Administration, Political Science, or a Master of Public Administration or a related discipline;
- 3-5 years' experience in an administrative role in a municipal environment (or public sector) preferred;
- Knowledge and understanding of municipal programs and services.
- Knowledge of Provincial legislation policies and procedures as they relate to

municipal government considered an asset;

- Highly detail oriented
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point);
- Knowledge of the TOMRMS filing system considered an asset;
- Resourceful and flexible;
- Proven organizational and time management skills.

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please ensure your cover letter, résumé and any other supporting documents are submitted in one file (preferably MS Word (.doc or .docx) or Adobe (.pdf)).

We invite you to submit your application **by 12:00 pm on Friday, January 22, 2021** to:

Human Resources

County of Northumberland

555 Courthouse Road

Cobourg, ON K9A 5J6

Email: hr@northumberlandcounty.ca

Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberlandcounty.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.