

# THE CITY OF DAWSON

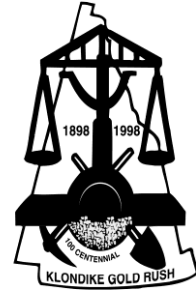
## POSITION DESCRIPTION



**POSITION TITLE:** Executive Assistant

**DEPARTMENT:** Administration

**SUPERVISOR:** CAO



## POSITION SUMMARY

This non-unionized position, reporting directly to the Chief Administrative Officer, is responsible for the provision of administrative support to the CAO. This position also works with the CAO and elected officials to schedule and take minutes of various meetings.

## MAIN DUTIES

Provides a variety of administrative and clerical support to assist departmental managers in the effective day-to-day administration and operation of the City of Dawson, by:

- Word-processing, drafting and proofreading a wide variety of documentation including, but not limited to, minutes, correspondence, reports, agreements, funding submissions, briefing notes and discussion papers;
- Undertaking research, as directed, in a variety of areas;
- Undertaking special assignments as required;
- Prepare agenda packages for regular and special meetings of Council and occasionally other public meetings;
- Taking and transcribing minutes at Mayor & Council, public, board and committee meetings, as required;
- Distribution of minutes; updating and maintaining minute binders;
- Documenting revised or new bylaws, policies and procedures, as approved by Mayor & Council;
- Making travel arrangements, hotel reservations and preparing itineraries;
- Provide current & accurate community advertising i.e. newsletter, rolling ads, Klondike Sun & webpage when accessible.
- Maintenance of an effective central filing system with associated coding and file numbering systems for easy retrieval; assist in ensuring file archiving and retention schedules are adhered to;
- Ensures all confidential documents are kept secure;
- Performs other related duties as directed by the CAO.

## KNOWLEDGE AND SKILLS

### **Education and Experience**

- Administrative Assistant's Certification or Diploma or an equivalent combination of skills and education desirable.
- Minimum 3 years experience working in an office environment and a strong knowledge of office practices, policies and procedures;
- Proficiency with word-processing, spreadsheet and email programs is essential.
- Experience with taking meeting minutes is preferred.
- Ability to prioritize tasks within guidelines is essential as the position often requires performance of several ongoing tasks while addressing unexpected situations, which may arise;
- Experience with cash handling functions and dealing with the general public.

### **Interpersonal**

- Excellent communication skills, both oral and written;
- Excellent organizational and time management skills;
- Discretion, tact, compassion and good judgment;
- Ability to deal tactfully and respectfully with all citizens, staff and the public;
- Ability to follow direction and established procedures;
- Ability to work with minimal supervision;
- Ability to work effectively as part of a team;
- Ability to prioritize work requirements and seek direction when required;
- Ability to work flexible hours.

### **Licenses, Certificates and Courses Required**

## RESPONSIBILITY

### **Decision-Making:**

The CAO establishes the goals, objectives and expectations of this position. The incumbent is expected to meet the responsibilities of the position by following established practices and procedures. The position is expected to consult with the CAO when information or instructions provided is unclear. The position is expected to establish priorities and schedules to ensure work commitments are met.

### **Impact of Errors & Accountability:**

The position represents the initial contact the public and other agencies have with the municipal office. Poor communication skills or delays in responding to messages can impact the reputation of the City with other agencies, the public and its citizens.

### **Financial Accountability and Decision Making**

Purchase Order signing authority to \$0 within budget authority.

**SUPERVISION**

No supervision duties required.

**WORKING CONDITIONS**

**Mental Effort**

This position works in a normal office environment. The position must work amid constant interruption while maintaining attention to detail to ensure the accuracy and integrity of the City's administrative requirements. The position is expected to meet established deadlines as well as occasionally dealing with angry or emotional clientele.

**Physical Effort**

Heavy lifting may on occasion be required. Filing boxes, office supplies, ect.

**CONDITIONS OF EMPLOYMENT**

Mandatory confidentiality and adhering to the Employee Code of Conduct are conditions of employment for all personnel. Failure to meet these requirements could result in dismissal. Evening work may be required. It is mandatory of this position to attend two evening meetings per month, and on occasion, may be required to work additional evenings.

**AMENDMENTS**

This Job Description accurately reflects the present position. It will be reviewed on a regular basis and may be amended.

\_\_\_\_\_  
Chief Administrative Officer  
Town of the City of Dawson

\_\_\_\_\_  
Date