



## **EXECUTIVE ASSISTANT TO CITY MANAGER, MAYOR AND COUNCIL**

The City of Miramichi is currently seeking a full time Executive Assistant to the Manager, Mayor and Council. The position reports directly to the City Manager and works under the general direction of the City Manager and Mayor.

Acts as a confidential assistant to the Manager, Mayor & Council. This is a responsible and complex position which involves providing administrative and clerical support to the Manager, Mayor and Council. A person in this position must have strong interpersonal skills and be able to work independently in a confidential and diplomatic manner. They must have the ability to maintain working relationships with senior officials, Directors, Council, employees and the public. This position requires working occasional evenings and weekends when required.

### **KEY RESPONSIBILITIES**

- Provide confidential and executive administrative support to Manager, Mayor and Council.
- Prepares draft and final correspondence from the City Manager and Mayor regarding functions, activities and issues.
- Develop and maintain positive and constructive working relationships with city staff, provincial and federal government contacts, and external community organizations and stakeholders.
- Support Council and Municipal communication efforts and priorities.
- Responsible to manage and schedule appointments for Mayor and Manager with internal and external contacts including senior management team, provincial, and federal government representatives, stakeholder groups and associations, non-government organizations and the general public.
- Maintains a record management system of all incoming and outgoing correspondence (electronic/paper) and phone calls. Ensure that action requested through correspondence and phone calls are responded to promptly.
- Schedule, coordinate and oversee the Manager, Mayor and Council's attendance at meetings and appearances.
- Coordinate the logistical aspects of seminars, workshops, special projects, and events.
- Manage & coordinate meeting activities and information, such as reports and contact lists.
- Coordinate office activities which may include the scheduling of temporary clerical workers for other departments.
- Receive incoming mail for the Mayor and Manager's office; review, evaluate, and distribute correspondence requiring priority attention. Respond to all inquiries in a timely manner.
- Maintain daily appointment calendar for Manager and Mayor.
- Complete expense reports and process invoices for authorization and payment.
- Transcribe matters of highly confidential subjects, including minutes of meetings.
- Coordinates conference and other program registrations and books accommodations and travel for Mayor, Manager and Council.
- Assists with special projects, presentations, and initiatives.
- Plans and organizes Council and municipal functions and events such as New Years Levee, Canada Day festivities, Swearing-in Ceremonies, etc.
- Develops and refines administrative systems and processes to maximize efficiencies.

- Responsible to present a positive and professional image of the City in all interactions with visitors, staff, government officials, and when addressing inquiries.
- Coordinates, in collaboration with the Director of Public Works, the required maintenance and general upkeep of City Hall.
- Provide French language support for incoming calls to City Hall.
- Other related duties or special projects as required.

## **QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE:**

- University degree in Business Administration, or an acceptable combination of education and progressively responsible experience.
- Minimum of four (4) years of responsible experience in an administrative capacity, two (2) years of which are supporting high level executives.
- Excellent oral communication skills in both French and English. Excellent written skills in English essential and written skills in French would be considered an asset.
- Advanced Microsoft office skills, thorough knowledge of office equipment, procedures, databases, and spreadsheets.

### **KNOWLEDGE OF:**

- Strong knowledge of general office procedures involving travel arrangements, budget and management, reports, etc.
- Knowledge of the political process and/or working experience within a political working environment or with a board of directors is preferable.
- Superior time management skills, multitasking skills, and the ability to prioritize tasks and work autonomously.
- High level of sound and independent judgment, reasoning, and discretion.
- Ability to interpret City policies and by-laws.
- Professional, responsive, and positive work attitude is essential.
- Resourcefulness and flexibility.
- Previous experience in handling confidential or sensitive information.
- General mathematical and budgeting skills.
- Able to maintain paper based and electronic filing systems.
- Meticulous records maintenance skills.
- Superior telephone manners and strong interpersonal skills.
- Strong verbal skills (English/French) to communicate with all citizens, stakeholders and employees.
- Strong customer service orientation.

To apply please submit a resume to [mary.savage@miramichi.org](mailto:mary.savage@miramichi.org) or by mail to the following address by 4:00 p.m., Wednesday, January 31st, 2024 :

Human Resources Department  
City of Miramichi  
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