DISTRICT OF COLDSTREAM

EXECUTIVE ADMINISTRATIVE ASSISTANT
JOB POSTING #20-11

The District of Coldstream is a progressive community of 11,300 located in the beautiful North Okanagan. Our location allows for a quality lifestyle that is second to none with quick and easy access to many amenities.

We are seeking an outgoing, dedicated individual to join our team in the capacity of Executive Administrative Assistant. This exempt, full-time position will be of interest to a confident professional who thrives in a busy work environment, is self-motivated and a self-starter. If you have a can-do attitude, are exceptionally well organized and are detailed and results oriented, then we want to hear from you!

The Executive Administrative Assistant performs a variety of clerical, secretarial and administrative work in keeping public and confidential records, and providing administrative support to the Chief Administrative Officer, Council, Committees, and other senior staff.

To qualify for this position you will have:

- A minimum of 5 years administrative assistant experience preferably at a senior level within local government.
- Completion of a recognized Office Administration certificate/diploma program.
- Excellent interpersonal and communication skills and ability to deal with people in a tactful, diplomatic and professional manner.
- Effective written and verbal communication skills including the ability to prepare comprehensive, concise and clear reports.
- Working knowledge of office procedures, functional terminology and departmental regulations and proficiency in the use of Windows Office applications.

Experience with, and a working knowledge of, the Community Charter and Local Government Act will be an asset.

The District of Coldstream offers a competitive salary, an extensive benefits package and the opportunity to work with an outstanding team.

Please submit a covering letter and résumé by 4:00 p.m. local time on Friday, September 18, 2020 to:

Chief Administrative Officer
District of Coldstream
9901 Kalamalka Road
Coldstream, BC V1B 1L6

Fax: 250-545-4733
Email: hr@coldstream.ca

We thank all applicants for their interest and effort in applying for this position. Only those candidates selected for an interview will be contacted.
Executive Administrative Assistant

District of Coldstream

August 2020

DISTRICT OF COLDSTREAM

JOB DESCRIPTION

POSITION:  EXECUTIVE ADMINISTRATIVE ASSISTANT

REPORTS TO:  Chief Administrative Officer

SUPERVISES:  None

Reporting to the Chief Administrative Officer (CAO), this exempt position performs a variety of clerical, secretarial and administrative work in keeping public and confidential records, and providing administrative support to the Chief Administrative Officer, Council, Committees, and other senior staff.

Primary Duties and Responsibilities:

• Provides a full range of administrative support services for the CAO, including typing, drafting correspondence, filing, photocopying and distribution of related material, often of a highly confidential nature.

• Provides administrative support for the Mayor and Council as required.

• Provides administrative support for the Protective Services Coordinator and Fire Department as required.

• Provides human resource assistance to the CAO and other senior staff, including advertising, interview scheduling, job descriptions, preparing offer letters and human resources policies and procedures.

• Prepares, maintains and controls access to a variety of confidential, restricted and protected status files, records and documents.

• Under the direction of the CAO, provides corporate communication support including, but not limited to, updating and maintaining the District website, corporate and citizen surveys/research, weekly correspondence and drafts, prepares and distributes the District newsletter.

• Maintains the District’s calendar of meetings and events and schedules meetings for Mayor and Council if requested.

• Conducts analysis and research, prepares draft reports, drafts complex correspondence for the signature of others and responds to internal and external customer inquiries.

• Performs records management duties such as assisting with the filing systems and databases, indexing documents and materials and conducting file searches for the Mayor and Administration.

• Provides clerical support for meetings, when required, including agenda preparation, taking, transcribing and distribution of minutes.

• Makes travel and accommodation arrangements and prepares itineraries as required; Assists with arrangements for civic events

• Maintains and updates the District of Coldstream Policy Manual
• May be required to assist the District in providing emergency services. Duties assigned during an emergency may differ from regular duties.
• May require flexible work hours outside the normal workday.
• Performs other related duties as assigned.

Required Education and Experience:
• Valid BC Class 5 Drivers License.
• Completion of Grade 12 or equivalency.
• A minimum of 5 years administrative assistant experience preferably at a senior level within local government.
• Completion of a recognized Office Administration certificate/diploma program.

Required Knowledge, Skills and Abilities:
• Excellent interpersonal and communication skills and ability to deal with people in a tactful, diplomatic and professional manner.
• Effective written and verbal communication skills including the ability to prepare comprehensive, concise and clear reports.
• Ability to work effectively and cooperatively in a team atmosphere.
• Working knowledge of office procedures, functional terminology and departmental regulations.
• Proficiency in the use of Windows Office applications.
• Exceptionally well organized and able to work effectively with minimal guidelines and supervision.
• Ability to multi task, be organized, retain a strong attention to detail and be results oriented in a multi-faceted, fast-paced environment with changing priorities.
• Demonstrated ability to maintain confidentiality and exercise discretion.
• Flexible and able to prioritize work in a fast-paced environment, working to deadline.