



## **Senior Executive Advisor**

### **Job Overview**

Within the City of Grande Prairie, broad operating areas that house similar organizational functions are grouped together into Divisions, each lead by a Director. Directors report to the City Manager. The City of Grande Prairie is currently looking for a Senior Executive Advisor for the Infrastructure & Protective Services (IPS) Division. Reporting to the Administrative Services Manager, this position will expertly manage the business of the IPS Division while supporting the work and responsibilities of the Director, 2 Deputy Directors and the Administrative Services Manager (IPS Executive Team).

As the first point of contact for the Infrastructure & Protective Services Executive Office, the Senior Executive Advisor performs a wide variety of senior level executive support functions, to ensure the efficient and professional management of the IPS Executive Office and the Division. The Senior Executive Advisor communicates and interacts with senior administration, elected officials, other levels of government, outside agencies, internal staff and the public in a respectful, helpful and professional manner.

The Senior Executive Advisor works independently, exercises good judgment, handles sensitive situations, and expeditiously deals with the business of the Division, which often requires handling highly confidential information and exercising appropriate tact and diplomacy. The Senior Executive Advisor is required to research and analyze facts and circumstances, make timely decisions, sometimes on behalf of the IPS Executive Team, and take ownership and accountability for all assigned tasks. The Senior Executive Advisor will also work to establish and sustain a high caliber of report and presentation standards within the Division.

This position requires an energetic, detail-oriented individual who has exceptional planning and organization skills and can multi-task with the ability to be flexible and meet stringent deadlines. Keen political and business acumen is required for optimal performance. The Senior Executive Advisor will be an integral part of the entire IPS Division team, providing direction and support to supervisors, managers and the administrative function in each of the Division's 13 departments.

### **Main Responsibilities**

Manages all workflow through the IPS Executive Office and coordinates workflow among the department managers within the Division.

Anticipates needs in the Division and for the Executive Office by connecting and making sense of diverse information arising from multiple sources.

Identifies strategies, gains approval and leads implementation of administrative process improvements within the Division.

Maintains and oversees IPS Division, Council, Council Committees and CLT (Corporate Leadership Team) reports and financial reporting, addressing concerns and problem-solving with appropriate staff, prior to Director review and approval.

Redrafts and/or provides editorial suggestions to authors of Council, Council Committee and CLT reports or briefing documents to enhance format, grammar and content ensuring all documentation moving forward from the IPS Division to City Council are submitted with clear and concise messaging, on time and in the proper format.

Researches, prepares and processes clear concise detailed briefing material, reports and letters for the IPS Executive Team, elected officials and others as required.

Coordinates and is available to attend IPS Division Department Manager meetings as well as other meetings, retreats and off-site sessions. Typical duties in this regard include development and distribution of accurate and timely agendas and minutes, presentation material preparation, arranging meeting logistics and completing follow-up actions.

Prioritizes and coordinates the IPS Executive Team schedules, including completing travel arrangements for efficiency in a fast paced and complex working environment, avoiding meeting conflicts.

Actively participates and contributes as a team member with other Senior Executive Advisors by freely sharing information and ideas and assisting with coverage items when required.

Using good judgment, ensures timely and accurate follow-up within the Division regarding internal and external issues and public inquiries.

Prepares and presents reports to Council, Committee and CLT as required.

Demonstrates adaptive knowledge and reliable application of City procedures and policies.

Coordinates meetings and timelines between the IPS Executive Team and his/her direct reports related to job planning, performance management, and regular/emergent 1-1 meetings.

Approves weekly attendance reporting for Department Managers, approves monthly purchasing card reconciliation in the IPS Division and prepares travel and expense claims for the IPS Executive Team.

Maintains accurate and updated physical and electronic filing to store IPS Division documentation for easy and efficient retrieval.

Works with the IPS Executive Team to develop and manage the business plan and operating budget for the Director's office and departments across the Division.

Manages special projects and/or participates in various corporate initiatives as required by the IPS Executive Team.

Manages the day-to-day operations of the City on 99<sup>th</sup> facility.

Manages the City on 99<sup>th</sup> Health & Safety program.

The IPS Division is comprised of the following departments:

- Engineering
- Transportation
- Inspection Services
- Planning & Development
- GIS
- Economic Development
- Administrative Services
- Fire Department
- RCMP
- Enforcement Services
- Disaster & Emergency Planning (GPREP)
- Crime Prevention
- Energy Management & Environmental Services

## **Qualifications**

A bachelor's degree in Public Administration or Business Administration.

Seven (7) years of directly related work experience, including a minimum of two (2) years in a senior executive support capacity.

Previous experience in areas relevant to the Division portfolio will be considered an asset.

An equivalent combination of education and experience may be considered.

## **What We Offer**

At the City of Grande Prairie, we recognize and value that people have lives outside of work. We offer flexibility with scheduling, have higher than minimum vacation entitlements and comprehensive benefits that not only cover you when you're sick but encourage you to be well. We have wellness events, social activities, community fundraising activities and a supportive work environment where you can grow your career. The City of Grande Prairie is proud to be an Employer of Choice!

## **Job Location**

Grande Prairie, Alberta  
City on 99th

## **Hours of Work**

Monday - Friday, 40 hours per week

## **Salary/Wage**

\$47.77 - \$58.65 per hour

## **Application & Selection Process**

Qualified applicants are required to submit a cover letter and resume via the City of Grande Prairie's website at [jobs.cityofgp.com](http://jobs.cityofgp.com).

We thank you in advance for your interest. Those selected for an interview will be contacted by phone or email. We will contact those who did not make it to the interview stage by email within 1 month of the closing date of this job posting.