



Executive Assistant to the City Manager Competition # 2018111 One (1) Permanent Full-Time Position

The City of Fort Saskatchewan is seeking an enthusiastic, detailed oriented, positive professional to join our City Manager's office. Reporting to the City Manager, the Executive Assistant is responsible for the effective delivery of confidential support to, and research assistance for, the City Manager. This position is responsible for assigning, on behalf of the City Manager, inquiries and duties to the General Managers and Directors while ensuring satisfactory completion of such. The Executive Assistant supervises and provides direction to the Administrative Assistant to the Mayor/Deputy Mayor and two Administrative Assistants in the Office of the City Manager. This position ensures effective management and stewardship of financial resources allocated to the City Manager's office, and will coordinate the preparation of the annual budget and ensure it is monitored on a monthly basis for accurate financial accounting.

This position requires a two year diploma in Business Administration/Management or a related field, as well as, a minimum of six years of senior administrative support and supervisory experience. Experience in a municipal environment is preferred. The Executive Assistant to the City Manager will have proven leadership skills with the ability to engage, motivate and lead employees. The successful candidate will have superior report/correspondence compilation skills, and be proficient in Microsoft Office Suite with strong organization, prioritization and time management skills. Excellent interpersonal and communication skills are essential for this position in order to effectively work with Council, staff and representatives from all levels of government and the community.

The City of Fort Saskatchewan offers a competitive compensation package with a salary range of \$75,679 to \$89,037 per annum. Qualified applicants are invited to apply in confidence no later than **Thursday, December 6, 2018 stating competition #2018111 to:**

The City of Fort Saskatchewan
People Services Department
10005 - 102 Street
Fort Saskatchewan, AB T8L 2C5
Fax: 780.992.6625
E-mail: hr@fortsask.ca



Take your Career in the Right Direction

The City of Fort Saskatchewan is a vibrant economic and cultural hub located just 15 minutes northeast of Edmonton on the banks of the North Saskatchewan River. Home to more than 26,000 people, the City proudly manages state of the art recreation, culture and historic amenities including 75 km of outdoor trails, a performing arts theatre and fitness centre within the Dow Centennial Centre and the 1875 – 1885 NWMP Fort representation in historic downtown.

For more information on employment with the City of Fort Saskatchewan, please visit our website at: www.fortsask.ca

The City of Fort Saskatchewan thanks all applicants for their interest, but advises only those under consideration will be contacted.