

EXTERNAL

June 1, 2023

SENIOR EXECUTIVE ASSISTANT TO THE CITY MANAGER

(Permanent, full-time; 75 hours bi-weekly)

Are you a seasoned, polished, and articulate administrative professional, keen to provide outstanding support in a demanding, fast paced deadline driven environment? Are you highly detail oriented and adept at writing clear and concise business communication? Do you take pride in producing high quality, polished, professional presentations and enjoy your career in the administrative assistant capacity? If your answer is "absolutely", the City Manager's Office at the City of Lethbridge has an exceptional opportunity for you.

At the City of Lethbridge (www.lethbridge.ca), we value and promote collaboration, advocacy, and a solutions-oriented approach to our work, that is at the core of our commitment to service excellence. We are currently seeking a seasoned Senior Executive Assistant, who enthusiastically embraces these principles and demonstrates them consistently and reliably in the execution of their work. This position provides senior level operational support to the City Manager, while establishing and maintaining good working relationships at all levels of the organization, including external stakeholder groups and the public. This position regularly anticipates and responds to a wide range of issues, requiring a broad understanding of City functions and community issues, as well as competence to perform duties with discretion and independence. This is a prime opportunity for an individual with substantial experience at an executive level, who delivers a high caliber of service in a fast-paced work environment; demonstrates tact and diplomacy working in a political environment; and maintains a high regard for confidentiality.

The Role:

As a Senior Executive Assistant, you will be reporting directly to the City Manager, working in a high volume, time sensitive work environment. Using your top notch written communication skills, you will be responsible for drafting correspondence, editing reports, creating professional, polished presentations and newsletters. You will proactively and effectively manage the City Manager's schedule by prioritizing, appropriately delegating and tracking requests for follow-up. You will be required to assimilate high volumes of information, determine appropriate action, represent the office of the City Manager by providing excellent customer service to various stakeholders, and thereby ensure the smooth operation of the Office of the City Manager. Your seasoned research skills and presentation building experience on a variety of business topics will also be in demand. Planning and coordinating a variety of department activities and special events, plus other general administrative duties such as travel booking, finance reconciliations, printing, file management, and budget and procurement support, will round out your responsibilities.

The successful candidate will serve as a liaison to the executive and senior management teams, organizing and coordinating executive outreach and external relations efforts. You will be working in a confidential environment requiring a high level of tact, integrity, and confidentiality. You must be equipped to undertake special projects, conduct research, and provide functional guidance to other administrative support staff across the organization. As an administrative lead in our organization, you will contribute to maintaining a respectful, safe, and supportive work environment that embraces diversity in an organization where everyone is treated with courtesy, dignity, and fairness.

Your advanced political acumen and discretion will be essential to ensure confidential and sensitive information affecting personnel, operations, and resources is safeguarded and effectively handled. You are dependable and are

there to strategically aid the City Manager through important details, programs and events to ensure their success at the City.

Your professional experience and skillset:

- *Extensive experience providing administrative support to executive management, handling a broad range of administrative matters, standard office practices and procedures, some of which must relate specifically to the actual duties of the position.*
- *Extensive experience in the use of a variety of software packages including advanced knowledge of Microsoft Office Suite (such as Word, PowerPoint, Excel, Visio and Outlook), to prepare correspondence, develop polished and professional presentations, create statistical reports and charts related to organizing, analyzing and reporting data.*
- *Significant experience conducting research, gathering information, drafting, editing and the formatting of complex correspondence, charts, tables and statements for senior management, Council, and Committees.*
- *Considerable experience taking minutes at meetings and handling required follow up activities.*
- *Experience working with sensitive and confidential materials/information and ability to exercise independent judgment and discretion in dealing with highly confidential matters and with management staff.*
- *Experience in developing and implementing administrative work procedures and systems.*
- *Extensive experience in planning and organizing appointments, meetings, interviews, conferences, and special events.*
- *Highly developed customer service and interpersonal skills with the ability to communicate effectively, both orally and in writing, at all organizational levels, including the political level, members of the public and external partners and agencies.*
- *Excellent organizational and time management skills, including attention to details, ability to set priorities, meet deadlines and deal with conflicting priorities and work demands.*
- *Strong analytical and problem-solving skills with the ability to manage interruptions, demonstrate initiative and assess situations to determine the importance, urgency, and risks -- and make clear decisions which are timely and in the best interests of the organization.*
- *Demonstrated knowledge of, and the ability to handle municipal operations, Council proceedings, and current political issues.*
- *Must be resourceful, flexible, adaptable, and possess a high degree of common sense and initiative.*
- *Must be flexible to work long hours in peak periods and be able to work flexible hours.*

The City offers a competitive salary and comprehensive flexible benefits package.

For further information on this employment opportunity, please contact:

Travis Hillier, Director of Council & Community Relations, at (403) 320-4718 or travis.hillier@lethbridge.ca

Qualified candidates are invited to submit their resume with cover letter, online at: www.lethbridge.ca

This opportunity will remain open until a candidate is successfully recruited for the role.

All candidates are thanked in advance for their interest. Only individuals selected for interviews will be contacted.

The City proudly acknowledges that we are located at the heart of Siksikaitisitapi (Blackfoot) Territory, home of Kainai, Piikani, Siksika and Amskapi Piikani (Montana, USA) First Nations. Lethbridge is also located within the Métis Nation of Alberta, Region III. The City of Lethbridge recognizes the diversity of our community and is working to ensure programs, services, facilities, and employment opportunities are inclusive to all people.