

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Executive Assistant
Cumberland Energy Authority

Overview

The Executive Assistant to the Executive Director plays an integral role in providing support services within the Cumberland Energy Authority. The objective of the Cumberland Energy Authority is to promote the development of renewable and alternative energy sources through investment and attraction within Cumberland County.

This position is critical to managing records and communications necessary for accountability and operational functionality for the Executive Director. This position also provides administrative support services to the Municipality of the County of Cumberland's Administration Department team members to enable them to effectively provide the high standard of service and professional administration expected of the Municipality. In addition to document preparation and records management, this position provides administrative assistance for a variety of committees and meetings, including Council.

This position reports to the Executive Director of the Cumberland Energy Authority and is based in the Upper Nappan Service Centre.

Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

Customer-Service Orientation
Communication

Professional Confidence
Flexibility

Teamwork

Key Outcomes and Responsibilities

Efficient and effective administrative support and strong internal customer service to the Executive Director of the Cumberland Energy Authority

This outcome can be best achieved by completing the following responsibilities:

- Collaborate with municipal staff in the promotion of the Cumberland Energy Authority through attendance of workshops, special events, and relevant conferences, including a marketing, communication, and social media component;
- Collaborate with municipal staff in the organization of events, including the Annual Energy Symposium;
- Manage relationships with external partners;
- Assist the Executive Director in managing communications;
- Organize and assist with Cumberland Energy Authority board meetings, including scheduling meetings, receiving, organizing, and circulating meeting agendas and materials;
- Attend, record, and prepare minutes, agendas, and action item lists of board meetings;
- Assist and/or prepares internal and external reports;
- Manage all records in accordance with the Municipality's electronic and hard copy records policies and procedures;
- Organize travel and accommodation arrangements for workshops and events;
- Develop and maintain board binders for monthly meetings;
- Professionally and accurately prepare correspondence, reports and other documents; and
- Accurately input data to the SAP financial accounting software system.

Efficient and effective administrative support and strong internal customer service to the Administration Department

This outcome can be best achieved by completing the following responsibilities:

- Organize and assist with department and committee meetings, including scheduling meetings, receiving, organizing, and circulating meeting agendas and materials;

- Attend, record, and prepare minutes, agendas, and action item lists of department and committee meetings;
- Assist with the preparation of internal and external reports;
- Manage all records in accordance with the Municipality's electronic and hard copy records policies and procedures;
- Professionally and accurately prepare correspondence, reports and other documents;
- Provides backup support for Council Minutes and Records Management; and
- Assist with all other duties assigned by the Chief Administrative Officer, as needed.

Provide support to the Communications/Executive Assistant to the Chief Administrative Officer the preparation and distribution of agendas with the results being that Council is well informed on priority issues, decisions are informed and evidence-based, and actions are completed in a timely manner

This outcome can be best achieved by completing the following responsibilities:

- Provide administrative support to the Communications/Executive Assistant to the CAO in the preparation of Council meetings; and
- Organize attendance for Councillors at conferences, including Federation of Canadian Municipalities and Union of Nova Scotia Municipalities.

Gather data in a manner that complies with the Municipality's *Records Management Policy* that provides information to assist in measuring success for position outcomes and the preparation of reports to the CAO

This outcome can be best achieved by completing the following responsibilities:

- Maintain relevant Executive Director and Administration Department records, including agendas, board meeting materials, reports, department meeting agenda and materials, committee meeting agendas and materials, and other records that this position is responsible for in a manner that complies with the Municipality's *Records Management Policy*; and
- Maintain records in a manner that facilitates efficient research on issues, decision making, the preparation of presentations and reports, and correspondence, and measuring success in achieving the outcomes of the position.

Qualifications

Post-secondary degree or diploma from a recognized business school or university.

Minimum three years' experience working in an administrative assistant capacity and three years' experience providing customer service to the public (can be combined).

Knowledge of and proficiency working in a computerized environment (Microsoft Office Suites).

WHMIS, Fire Extinguisher Use, First Aid, Due Diligence certification required (or willing to obtain within 12 months).

Renewable energy focus with a keen interest in reducing greenhouse gas emissions considered an asset.

Municipal government experience considered an asset.

Possesses an understanding of maintaining a high level of professionalism in the office environment.

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's *Personnel Policy* should be referred to for additional information regarding conditions of employment.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$48,098	\$50,503	\$52,908	\$55,313	\$57,718	\$60,123