

<b>Job Title:</b>	Executive Assistant to the Mayor & Council / Corporate Services
<b>Department:</b>	Corporate Services
<b>Reports To:</b>	Director of Corporate Services / Legal
<b>Salary Band:</b>	Band 5
<b>Last Update:</b>	January 2026

### **Position Summary:**

The Executive Assistant provides high-level administrative, organizational, confidential, and legal-administrative support to the Mayor, Members of Council, and the Corporate Services Department. Reporting directly to the Director of Corporate Services / Legal, the role supports departmental priorities including legal file administration, contract organization, research support, and preparation of confidential materials.

### **1. Support for Director of Corporate Services / Legal**

- Provide confidential administrative assistance to the Director, including managing calendars, correspondence, legal communications, and meeting coordination.
- Assist in opening, organizing and maintaining legal files, including contracts, agreements, easements, encroachment files, By-Law records, and other solicitor-client privileged materials.
- Conduct basic legal or policy research, gather background information, and prepare summaries or briefing notes as requested.
- Help track litigation deadlines, insurance claims correspondence, and document production schedules.
- Coordinate the review workflow for contracts, leases, service agreements, and procurement documents, ensuring documents are routed appropriately for legal review.
- Prepare draft documents, reports, memos, and presentations for the Director, ensuring accuracy, clarity, and proper formatting.
- Assist with Freedom of Information (FOI / MFIPPA) searches, document organization, redaction prep, and file coordination.
- Aid in the review of existing, and implementation of new, policy and procedure document management systems.
- Support the Director with follow-up tasks arising from Council direction, legal matters, or interdepartmental requests.

### **2. Council & Mayor Support**

- Provide administrative support as required to the Mayor and Members of Council.
- Prepare, edit, and format correspondence, proclamations and certificates.

- Manage incoming communications (emails, mail, phone calls) and triage inquiries based on urgency, political sensitivity, and legal considerations.
- Assist with preparation of confidential Council materials as required.
- Field inquiries relating to reimbursements and other administrative processes
- Support with scheduling, event coordination, and calendar management.
- Effective two-way communication between Township staff and Mayor and Council when required.

### **3. Corporate Services Administration**

- Support the Corporate Services division with document preparation, By-Law and policy formatting, and quality control for reports going to Council.
- Assist in drafting, organizing, and maintaining legal support documents.
- Coordinate execution of legal and corporate documents including obtaining signatures, stamping, routing, scanning, filing, and secure storage.
- Support Commissioner of Oaths services if appointed.

### **4. Communications, Customer Service & Confidentiality**

- Respond to public inquiries with professionalism, tact, and alignment to municipal protocols.
- Prepare public notices, announcements, and website content under direction of Corporate Services.
- Handle sensitive and confidential legal materials with discretion and integrity, recognizing solicitor-client privilege and political sensitivity.
- Represent the municipality in a professional, service-oriented manner in alignment with the Township's strategic plan.

### **Supervisory Responsibilities:**

- N/A

### **Education, Experience and Qualifications:**

- Post-secondary diploma in Office Administration, Public Administration, Business Administration, Law Clerk, or a related field.
- 3+ years administrative experience, preferably within municipal government or a public-sector environment.
- Experience supporting senior leaders, elected officials, or boards considered an asset.
- Strong working knowledge of municipal operations, governance processes, and Council procedures.

- Understanding of Ontario municipal legislation (*Municipal Act*, MFIPPA, OSR, *Elections Act*) is an asset.
- Excellent written and verbal communication skills with exceptional attention to detail.
- High proficiency in Microsoft 365 (Outlook, Word, Excel, Teams, OneNote).
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment.
- Ability to maintain confidentiality, political acuity, and sound judgment.
- Customer-service focused with a professional and approachable demeanor.
- Possess a valid class 'G' Ontario's driver's license with an acceptable driver's abstract and access to a reliable vehicle.
- An acceptable Criminal Record Check is required for this position prior to the commencement date, at the incumbent's expense.

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.