

<b>Job Title:</b>	<b>Executive Assistant to the CAO</b>
<b>Department:</b>	<b>Office of the CAO</b>
<b>Reports To:</b>	CAO
<b>Salary Band:</b>	Band 8, 35 hours per week
<b>Last Update:</b>	May 2026

### **Position Summary:**

The Executive Assistant to the CAO provides high-level administrative, organizational, and confidential support to the Chief Administrative Officer (CAO). Reporting directly to the CAO, this role is responsible for managing the CAO's office, coordinating calendars, meetings, and communications, assisting with various forms of correspondence, and preparing confidential materials.

This position requires a highly organized, proactive, and resourceful individual with strong communication skills, capable of managing a broad range of responsibilities while maintaining confidentiality and professionalism.

### **Key Responsibilities**

#### **Executive Assistant to the CAO:**

- a) Manage the CAO's calendar, scheduling appointments, meetings, etc.;
- b) Manage the office of the CAO in a professional manner. Conduct research, prepare letters, memos and reports, respond to emails and telephone inquiries, develop policies, provide advice, and schedule appointments.
- c) Organize and maintain office systems, files, and records in a confidential manner.
- d) Coordinate and prepare agendas, reports, minutes, and follow-up action items for meetings attended by the CAO, including Council meetings, senior leadership meetings, and other municipal committees;
- e) Administer the CAO's annual operating budgets including monitoring and controlling expenditures;
- f) Act as liaison with government officials, the media, Township Departments and any other external parties as directed by the CAO;
- g) Conduct background research and analysis to inform the CAO's decision-making process on key municipal issues;
- h) Provide administrative support to the Mayor and Members of Council as needed
- i) Work with the Manager of Communications & Community Experience on various forms of Corporate Communications.

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

- a) Respond to public inquiries with professionalism, tact, and alignment to municipal protocols.
- b) Prepare public notices, announcements, and website content under direction of the CAO.
- c) Handle sensitive and confidential legal materials with discretion and integrity, recognizing solicitor-client privilege and political sensitivity.
- d) Represent the municipality in a professional, service-oriented manner.

## **Compliance**

- a) Comply with and perform duties in accordance with the Code of Conduct.
- b) Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- c) Keep apprised of current regulations, best practices, and emerging trends.
- d) Comply with the Occupational Health and Safety Act and Regulations and Corporate Occupational Health and Safety Program, related policies and procedures.

## **Supervisory Responsibilities:**

- None.

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

- A diploma or degree in public administration, business administration, or a related field. Equivalent experience may be considered.
- Experience in a municipal setting (approximately five years) with demonstrated understanding of municipal operations and administrative/project experience is desirable but not required.
- Proven experience in project management, or policy development is highly desirable.
- Completion or working towards the Municipal Administration Program offered through AMCTO.
- Excellent organizational, verbal and written communication skills, interpersonal skills, time management, and the ability to work in a team environment.
- Excellent computer skills using Microsoft 365 including Outlook, Excel, Word, PowerPoint, Outlook, Teams and the Internet.
- Ability to manage sensitive and confidential information with discretion.
- Strong problem-solving skills and attention to detail.
- Ability to work independently and collaboratively within a team environment.
- Understanding of municipal governance, policies, and procedures is an asset.

- Must possess a valid class 'G' Ontario driver's licence and access to a reliable vehicle.
- A current and acceptable Criminal Record Check is required for this position at the incumbent's expense, prior to the commencement date.

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.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Other duties and responsibilities are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.