



# Portugal Cove St. Philip's

Town of  
Portugal Cove-St. Philip's

## **Position Description**

Senior Executive  
Assistant to the CAO

2024

<b><u>Position Title:</u></b>	<b>Senior Executive Assistant to the CAO</b>
<b><u>Departments:</u></b>	<b>Office of the CAO</b>
<b><u>Status:</u></b>	<b>Non-Union</b>

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***Position Function:***

Reporting directly to the CAO, the Senior Executive Assistant to the CAO provides a wide range of confidential administrative and executive level support, and acts as the primary point of contact to the Office of the CAO.

***Responsibilities:***

The Senior Executive Assistant to the CAO is responsible for the provision of confidential executive support in a one-on-one working relationship and serves as the liaison to the senior management team. The Senior Executive Assistant to the CAO organizes and coordinates executive outreach and external relations efforts, as well as establishes and manages internal and external constituent relationships. The incumbent shall be expected to perform a wide variety of administrative tasks while supporting the CAO and driving strategic priorities. The Senior Executive Assistant to the CAO shall also be expected to undertake special projects, conduct research, support CAO in strategic communication activities, and provide functional guidance to the administrative support staff as well as other related duties as assigned.

Reporting directly to the CAO, the incumbent shall be responsible for proactively managing the CAO's time schedule, arranging meetings, compiling background information, and coordinating ongoing scheduling requirements. The Senior Executive Assistant to the CAO must possess a broad knowledge of municipal government and the ability to apply this knowledge to promote an effective and organized office. This position involves considerable contact with municipal, provincial, and federal staff, elected officials, and the general public, requiring the incumbent to possess confidential tact, political acumen, and an exceptional work ethic. The incumbent will be expected to assist with correspondence, reports, presentations, speeches, and other related materials from the CAO's office. The Senior Executive Assistant to the CAO shall be required to sign a non-disclosure agreement.

***Qualifications:***

- Post-secondary education in Office Administration and a minimum of 5 years' experience in an executive or senior administrative role.
- Superior organizational skills as well as a proven track record of superior interpersonal and customer service skills.
- Direct experience in a municipal government environment would be considered an asset.
- Project management support experience would be considered an asset.
- Strategic executive level communications experience would be considered an asset.
- Valid Class 5 driver's license for the Province of Newfoundland and Labrador is required.

- Must be capable of being insured (and maintaining continuity) under the Town's normal driver insurance policy.

***Knowledge, Skills, & Abilities:***

- Ability to work independently and exercise considerable tact, judgement, and initiative while maintaining high confidentiality.
- Ability to recognize and respect the importance of confidentiality, and routinely exercise discretion, tact, and courtesy to those in contact with the Office of the CAO.
- Ability to maintain a close working relationship with the CAO while supporting the team of Directors.
- Ability to manage multiple priorities from different sources.
- Considerable knowledge (present or attained with reasonable experience in the position) of the Town's policies, regulations, procedures and services.
- Ability to effectively work collaboratively.
- Flexibility in the work environment and a desire to work beyond the position description.
- Adaptability in the management of internal and external relationships and conflict resolution.
- Ability to maintain a highly organized office and meet critical and irregular deadlines.
- Ability to research and analyze materials and provide effective summaries for the CAO.
- Strong desire to take initiative and direction from the CAO, as well as strong planning skills.
- Advanced level proficiency in effective report compilation and preparation.
- Advanced level proficiency in Microsoft Suite applications, WebEx / Zoom / Teams.
- Advanced level proficiency in written / verbal communication and customer service skills.  
Strong desire for continuous improvement and professional development.

***Working Environment:***

- Generally a comfortable work environment, this position requires regular work in front of a computer, desk, and phone.

***Key Contacts/Relationships:***

External:

- General Public
- Municipal counterparts
- Provincial Department / Agency Contacts
- Federal Department / Agency Contacts
- Academia
- Organizations, employment unions, professional associations and committees

Internal:

- All departments and staff including CAO
- Mayor
- Committees of Council

- Members of Council

***Reporting Structure:***

This position reports directly to the Chief Administrative Officer.

***Salary and Benefits:***

Salary as per individual employment contract. Benefits as outlined in the PCSP Non-Union Compensation Philosophy.

***Specific Position Duties:***

The list of specific duties, as outlined herein, is intended to be representative of the tasks performed within areas of responsibility needed to fulfill the functions of the position. The omission of a duty does not preclude management from assigning duties not listed herein if such tasks are a logical assignment to the position. Some duties may be assigned to an individual based on their focused support in a particular business area.

- Handles work of a highly confidential nature, performs administrative and executive functions for the Office of the CAO.
- Routinely researches material for the Office of the CAO, and prepares reports.
- Compiles information and prepares remarks / briefing note reports required for the CAO's use at speaking engagements, conferences, and presentations.
- Review various agendas, minutes, correspondence, media releases and publications to maintain knowledge and information on current issues to highlight for the CAO.
- Plan and prepare information for meetings involving Mayor and Council including collection and assembly of background materials, agendas, minutes, presentation items, and other special requirements as necessary.
- Prioritize the Office of the CAO workload and prepare schedules / itineraries including processing invitations and scheduling participation in special events with respective organizations.
- Interacts and maintains effective working relations with the public, members of Council, provincial and federal politicians, media, senior management and members of staff via all forms of communication.
- Assist the CAO with research, policy advice and suggestions for improvements to the organization.
- Respond to and / or forward email inquiries and whenever possible, respond to general inquiries to conserve the CAO's time.
- Coordinate and participate in several activities on behalf of the CAO's office.
- Assist in the preparation and scheduling of various appointments / meetings for the CAO and provide necessary background information and detailed logistical support for the events. (i.e. arrange catering, booking meeting rooms, confirm attendance of participants, etc.)

- Arrange travel and accommodations for the CAO when traveling on behalf of the Town.
- Arrange and prepare agendas for meetings.
- Effectively perform other confidential administrative and clerical functions as directed by the CAO.
- Other related duties as assigned.

**Accepted by:**

Behalf of Management: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_