JOB DESCRIPTION
Administrative Assistant (Exempt)

Department	Corporate Administration	**Reports To**	Deputy Corporate Officer
Directly Supervises	N/A		
Indirectly Supervises	N/A		
Union	Exempt		

POSITION SUMMARY:

Under the direction of the Deputy Corporate Officer, the Administrative Assistant is responsible for the day-to-day administrative operations of the Corporate Administration Department and serves as the primary point of contact for departmental telephone calls, general inquiries and visitors.

The position coordinates incoming and outgoing correspondence, prepares letters and other administrative documents, maintains schedules and appointments, coordinates Council meeting logistics, and provides administrative support for departmental projects, events and initiatives.

The Administrative Assistant provides cross-trained coverage for related Corporate Administration functions as assigned and exercises a high degree of discretion, confidentiality, accuracy and sound judgment.

KEY DUTIES PERFORMED:

1. Maintain schedules, confirm meetings and appointments, answer phones and provide general support to visitors.
2. Assist management in daily administrative tasks maintaining a high degree of discretion and confidentiality.
3. Typing correspondence and assisting with assorted document drafting, organizing files and records keeping.
4. Coordinate meeting refreshments and meal arrangements for Council meetings, including ordering, preparing, serving and monitoring snacks and beverages, and collecting and coordinating lunch orders for Council and staff.
5. Maintain inventory of supplies, place orders for new supplies and office equipment.
6. Provide clerical support to meetings when required, including recording and distributing meeting minutes.
7. Provide support for special events and projects including but not limited to special Council events and Municipal Elections Support.
8. Provide basic updates to the City webpage and Social Media platforms as requested.
9. Participate in various ongoing projects as directed.
10. Provide support and coverage for the Legislative Clerk, such as coordinating meetings, recording meeting minutes, preparing agendas and correspondence.
11. Provide support and coverage for the Executive Assistant, such as coordinating meetings, receiving and distributing incoming correspondence for Mayor and Council, and receiving calls for the Mayor and Councillors, and responding to enquiries when appropriate.
12. Provide courteous and responsive service to internal and external clients, including residents, representatives of organizations and other municipalities.

13. Maintain sufficient knowledge of related Corporate Administration functions to provide planned and short-term coverage for other departmental support positions, as assigned, while ensuring continuity of service and referring matters requiring specialized authority or expertise to the appropriate position or supervisor.
14. Maintain current procedures, checklists, calendars and status-tracking information for assigned functions to support effective hand-off, cross-training and continuity of departmental operations.
15. Maintain the City's Council policy register and approved Council policy documents.
16. Perform other related duties as requested by the Corporate Officer, Deputy Corporate Officer or the Chief Administrative Officer.
17. Flexibility in scheduling is necessary as there may be the occasional requirement to change shifts, adjust work hours and attend functions outside of normal work hours.

HEALTH AND SAFETY RESPONSIBILITIES:

All employees of the City of Dawson Creek are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- Take reasonable care to protect your own health and safety and the health and safety of others.
- Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- Perform your work according to established safe work practices.
- Use and wear required personal protective equipment (PPE) and safety devices.
- Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS:

1. Grade 12 plus an office administration certificate, diploma or equivalent combination of education and experience.
2. At least two years of relevant administrative experience.
3. Minimum keyboarding speed of 50 words per minute.
4. Efficiency in computer usage and in particular the Microsoft Office Suite.
5. Demonstrated ability to provide courteous and responsive customer service to internal and external clients.
6. Strong office coordination skills, including the ability to organize schedules, appointments, meetings, supplies and competing administrative priorities.
7. Ability to coordinate meeting arrangements, including room preparation, refreshments, meal orders and related logistical requirements.
8. Ability to prepare, format and proofread routine correspondence, memoranda, notices and other administrative documents.
9. Ability to communicate clearly and professionally by telephone, email and in person.
10. Experience providing administrative support in a busy office environment while maintaining discretion, confidentiality and attention to detail.
11. Ability to provide basic updates to organizational webpages and social media platforms using approved content and established procedures.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

1. Knowledge of, or experience working in, a local government or other public sector environment.
2. Knowledge of relevant local government legislation, including the *Community Charter* and *Local Government Act*.
3. Familiarity with electronic agenda preparation and meeting management software, such as iCompass/CivicWeb.
4. Knowledge of records management principles, classification systems and electronic filing practices.
5. Experience updating organizational websites and social media platforms using approved content and established procedures.
6. Experience coordinating meetings, special events and other organizational functions.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.