

The team at the Pickering Public Library are collaborators and innovators. We embrace change, diversity and inclusion. We understand “the why” behind what we do, and we put library clients first.

Our hope is that when anyone visits the Pickering Public Library, whether in person or online, they don’t just walk through a door. Instead, they step into a space that offers everyone possibility. Reveals potential. And provides community for all.

Does this sound like a workplace that aligns with the contributions you want to make in your career?

The Pickering Public Library has an **18-month temporary** opening for a reliable and hardworking non-permanent **Executive Assistant**.

Summary:

The (Temporary) Executive Assistant, Office of the CEO/Director of Public Libraries provides confidential senior level administrative support to Library Leadership and the Library Board. The role enhances the efficiency and responsiveness of the Leadership Team by coordinating administrative procedures, research, and analysis functions. Additional responsibilities include confidential administrative support to Human Resources and Support Services departments.

Salary: \$38.92/hour
Hours: 35 hours per week
Start Date: September 2026

Duties and Responsibilities

Support to Senior Leadership and Library Board

- Provides administrative support to the CEO and Senior Leadership, and to the Library Board. Administrative support to other members of the Leadership Team is provided less regularly, on an as needed basis.
- Conducts research, compiles data, prepares, summarizes reports and other informational documents for review by the Senior Leadership Team.
- Compiles and prepares various routine reports and composes and drafts correspondence and presentations to support business requirements.
- Supports the tracking and updating of policy documents, along with other related communication processes.

- Provides administrative support on various committees, projects, and task groups, as requested by the CEO and Senior Leadership.
- Prepares agendas and packages for meetings, including Library Board meetings; acts as the recording secretary, and takes and distributes minutes.
- Manages and organizes senior leadership's schedules by arranging meetings and other appointments.
- Arranges and coordinates logistics (location planning, set-up, catering) for internal meetings planned/held for the CEO, Senior Leadership, and PPL Board.
- Greets visitors, answers telephone, responds to enquiries and complaints, and initiates action where appropriate to resolve issues.
- Prepares and submits expenses for Senior Leadership and the Board.
- Supports travel arrangements for the Leadership Team.

Support of Payroll

- Enters biweekly attendance for Leadership Team.
- Generates and reviews biweekly payroll report, troubleshooting any discrepancies before providing to Director for final review and approval.
- Maintains payroll schedule and provides updates and clarification on payroll deadlines and concerns.
- Prepares administrative payroll adjustments.
- Acts as main contact between Payroll Department and PPL Leadership Team and staff.
- Generates payroll-related reports and calculations when required.

Support of Financial Procedures, Philanthropy, and Grant Reporting

- Supports grant administration through proper coordination with appropriate staff, application processes, follow-ups, tracking of documentation, and final submission.
- Responsible for handling inquiries, donation documentation, including monthly reports to Finance department, charitable receipts, and letters for donors.
- Downloads reports from donation portal and forwards to City Finance department.
- Assists in preparation of current and capital budgets.
- As a back up to the Administrative Services Assistant, creates Purchase Requests, processes invoices for payment, and other SAP documentation.
- Supports submitting Capital Asset changes (purchases and disposals) to the City as items are acquired or discarded. Prepares auction documentation.
- Provides relevant monthly reports of G/L accounts to Leadership Team from SAP
- Assists in the preparations of grant applications by coordinating, obtaining signatures, entering responses, and ensuring applications are submitted prior to deadlines.

- Supports SAP financial platform with activities to maintain accurate information and processes.

Support of HR Procedures

- Supports HRIS (SAP Success Factors) platform with activities to maintain accurate information and processes.
- Maintains attendance, vacation, and sick time records for all permanent staff. Generates reports, prepares timebanks, and provides updates as required.
- Supports employee learning and development, assigning organization wide-training projects, legislated annual training, new hire training, and other training as needed.
- Supports updates and changes to staffing complement (hiring, promotion, turnover, etc.) by preparing and processing documents and assisting with onboarding procedures.
- Maintains Human Resources file management activities, as it relates to tracking of job evaluation data, learning and development data, sign-offs on policies, performance plans and reviews, and SharePoint updates.
- Assists with Labour Relations through compiling complaint tracking, setting up grievance files, arranging grievance meetings according to Collective Agreement timelines.

Other Duties

- Performs confidential records management duties for the Library.
- Ensures all policies, procedures, outgoing correspondence, and other documents are properly formatted, meet accessibility standards, and are grammatically and typographically correct.
- Lead planner for internal events (i.e., Leadership Team Offsites, Board Retreats) and supports event lead of major events and celebrations (i.e., branch opening, large announcements, etc.)
- Maintains and updates Library Board webpage on Pickering Library website when required.
- Act as the single point liaison for Mayor and Council, as well as City of Pickering Senior Leadership.
- Oversees all aspects of management and administration of the Office of the CEO.
- Demonstrates and maintains the required level of technical proficiency.

Qualifications

- Executive Administration diploma or equivalent.
- 2 years' experience in an office administration role.

Technology Proficiency

- Microsoft 365 Office (Intermediate), Adobe Acrobat (Intermediate), Internet (Intermediate), Mobile Devices and Apps (Intermediate), Scanning, Printing (Intermediate).
- Minimum keyboarding speed of 65 words per minute with a high level of clerical accuracy.
- Demonstrated ability to take accurate minutes.
- Considerable knowledge of business English, spelling, and arithmetic.

The successful applicant will be scheduled to work varying shifts including days, evenings, and weekends. The applicant may be scheduled at any location within the Library system.

We thank all applicants for their interest. Please note that only applicants selected for an interview will be contacted.

A satisfactory Vulnerable Sector Check is required for most jobs at the Library. Please note that job offers will only be made upon successful completion of all background checks.

Qualified candidates may complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only) on or before **September 2, 2026 by 12:00 noon**.

Alternate formats of this document are available upon request.
Please speak to Human Resources for assistance.