

# TAY VALLEY TOWNSHIP

## POSITION DESCRIPTION

### POSITION DATA

**Position Title:** Executive Assistant/Alternate Community Emergency Management Coordinator

**Reports To:** Chief Administrative Officer/Clerk

**Indirectly Reports To:** Deputy Clerk

**Revised:** October 2023

### POSITION SUMMARY

This senior administrative role provides confidential administrative support to the Chief Administrative Officer/Clerk and Deputy Clerk, in conjunction with the Chief Administrative Officer/Clerk, coordinates legal matters of the Corporation, including but not limited to, legal files related to roads, and acts as Alternate Community Emergency Management Coordinator (CEMC).

### CORE COMPETENCIES

Policy Formulation, Service Delivery, Government Relations, Communication, Integrity, Self-Management.

### SIGNATURES

I have read and had an opportunity to comment on this position description.

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**Incumbent**

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**Date**

This position description reflects the key duties, responsibilities and requirements of the position.

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**Deputy Clerk**

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**Date**

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**Chief Administrative Officer/Clerk**

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**Date**

## **TAY VALLEY TOWNSHIP**

### **Position Description: Administration – Executive Assistant/Alternate CEMC – Full Time**

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

## **KEY RESPONSIBILITIES**

1. Performs the responsibilities of the position within the legislative and regulatory standards as set out in all applicable provincial legislation.
2. Acts as Alternate Community Emergency Management Coordinator (CEMC) and assists the CEMC with ensuring compliance with the Emergency Management and Civil Protection Act and its regulations.
3. In conjunction with the Chief Administrative Officer/Clerk, coordinates legal matters of the Corporation, including but not limited to, legal files related to roads.
4. Reviews all tenders, request for proposals and request for quotations ensuring completeness, formatting and accessibility prior to forwarding to the Chief Administrative Officer/Clerk for approval.
5. Assists the Chief Administrative Officer/Clerk and Deputy Clerk with the statutory duties of the Clerk under the Municipal Act and other provincial legislation, as required.
6. Provides confidential administrative support to the Chief Administrative Officer/Clerk and Deputy Clerk.
7. Assists with coordinating information for and after meetings of Council, Committees and other Public meetings. Assists with preparing agendas and minutes.
8. Assists with the preparation of reports, by-laws and presentations for meetings of Council, Committee and other Public meetings.
9. Attends Council, Committee and Public Meetings as recording secretary, in the absence of the Deputy Clerk.
10. Maintains electronic and hard copy office records in accordance with the Township's records management system.
11. Conducts research for the development of policies, procedures and training for the corporation.
12. Assists the Chief Administrative Officer/Clerk with the delivery of Human Resources services for the Corporation in accordance with applicable legislation and Township policy, including the collection of data for purposes of collective bargaining and providing confidential administrative support with respect to grievances, employee performance and discipline matters.

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13. Makes arrangements for meetings and conferences, arranges travel requirements, accommodations and schedules for trips and out of town functions for all Council Members, the Chief Administrative Officer/Clerk, Deputy Clerk, and Community Services Coordinator.
14. Assists the Returning Officer and Deputy Returning Officer with conducting municipal elections in accordance with the Municipal Elections Act.
15. Performs such other duties as assigned by the Deputy Clerk or Chief Administrative Officer/Clerk that are associated with the primary responsibilities of the position.

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## **FACTOR DESCRIPTION**

### **1. Knowledge Gained by Formal Education and Previous Training**

Requires two years post-secondary education with a specialization in office administration, political science, public administration, law or a related program, plus completion of the Municipal Administration Program (MAP) or an equivalent combination of education, training and experience, as well as the Community Emergency Management Coordinator (CEMC) designation and IMS 200 (or ability to acquire within 12 months of start date).

### **2. Knowledge Gained by Experience**

Requires a minimum of two years related experience in administrative procedures in an office environment, preferably in a municipal setting.

### **3. Complexity**

Independent thinking and time management to stay current and interpret legislation covering varied and diverse subject matter.

Frequently uses analytical methods to develop solutions to solve new or non-routine problems requiring an assessment of a variety of needs and options. Ability to think critically to arrive at the best solution when several are available.

Performs increasingly more complex duties to advance through the Township's 4-step pay grid.

### **4. Supervision, Training, Management and Advisory Responsibilities**

Provides functional advice to all Township staff with regards to legislation, policies and procedures.

### **5. Supervision Received – Independence of Action**

Ability to work as part of the CAO/Clerk's Department team to achieve broad department goals under the direction of the Chief Administrative Officer/Clerk. Must have the capacity to work independently within the policies and objectives of the Corporation and Department to achieve results. Assists with development and, once adopted, carries out policies and procedures to attain department goals and objectives, referring matters not covered by policy to the Chief Administrative Officer/Clerk.

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#### **6. Consequence of Error – Budget Responsibilities**

Recognizes that errors in information provided to the Chief Administrative Officer/Clerk or other staff can impact the quality of decision-making. Errors can also affect the image and liability of the Township, its relationships with the public, staff and other agencies.

#### **7. Confidentiality**

Regularly works with confidential information concerning Township and client initiatives where disclosure may result in legal action, loss of integrity and substantial monetary loss. Must possess the ability to preserve the integrity of confidential matters that may have legal implications to the Township.

#### **8. Contacts**

Works with the Chief Administrative Officer/Clerk and Deputy Clerk to provide confidential administrative support. In regular contact with staff, the general public, lawyers, consultants, contractors, suppliers, etc.

#### **9. Physical Skills and Effort**

Attends public meetings, as required, requiring prolonged sitting. Operates personal computer which may require visual attention to detail. Ability to mentally focus on detailed legal information requiring a high level of acuity and attention to detail.

#### **10. Working Conditions**

Works in a closed office or open office environment.

Occasionally may be exposed to weather extremes or safety hazards when traveling within the Township. Must frequently meet changing deadlines and requirements with the added stress of interruptions from staff and the public. Occasionally deals with concerned citizens and those that may not agree with the policies, procedures, or decisions of the Township.

Normal Working Hours are Monday to Friday - 8:30 a.m. – 4:30 p.m. with an hour lunch. Overtime is required on an occasional basis to attend Council, committee and other meetings as required.