



**JOB POSTING  
EXECUTIVE ASSISTANT/  
ALTERNATE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR**

Situated in the heart of Eastern Ontario's cottage country, Tay Valley Township is a community of picturesque hamlets and historic homesteads with an abundance of shoreline on thirty-two lakes. Located within a one-hour driving distance of both Ottawa and Kingston, it affords an opportunity to combine urban and rural lifestyles.

Reporting to the Chief Administrative Officer/Clerk, the Executive Assistant/Alternate Community Emergency Management Coordinator (CEMC) will be responsible for providing confidential administrative support to the Chief Administrative Officer/Clerk and Deputy Clerk, coordinating legal matters of the Corporation, including but not limited to, legal files related to roads, will act as the alternate Community Emergency Management Coordinator (CEMC), and is responsible for assisting with the delivery of human resources, reviewing all tenders, request for proposals and request for quotations, attending meetings as recording secretary in the absence of the Deputy Clerk, assisting with municipal elections, among other clerical related duties.

The Township is seeking a motivated and results-oriented individual to join our team. The ideal candidate will have attained 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 in 12 months of start date, as well as two (2) years progressively related experience in administrative procedures in an office environment, preferably in a municipal setting. Excellent communication skills, strong time management and organizational skills are essential, as well as excellent computer skills, including proficiency in Outlook, Word, Excel and PowerPoint.

The full position mandate is available by request. The salary range is \$52,944 to \$58,131 (2023 rates) based on a 35-hour work week and a comprehensive benefit package makes this an attractive full-time permanent position for the right candidate.

Please submit a cover letter and resume no later than **4:00 p.m. on Thursday, November 2<sup>nd</sup>, 2023** in confidence to:

Tay Valley Township  
Amanda Mabo, Chief Administrative Officer/Clerk  
217 Harper Road, Perth, ON K7H 3C6  
or e-mail: [cao@tayvalleytwp.ca](mailto:cao@tayvalleytwp.ca)

*Tay Valley Township is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.*

*We thank all applicants for their interest and only those selected for an interview will be contacted.*

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of information should be directed to the Clerk at the address indicated above.*