

Career Opportunity



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Executive Assistant Competition No. 08-01/10

The City of Kamloops has an opportunity for a professional individual with superior administrative and organizational skills to work directly with the Mayor and City Council.

Reporting to the Mayor and Council, the Executive Assistant is responsible for the day to day operations of the office of the Mayor and City Council and for communicating and providing liaison with all levels of staff and the general public.

The successful candidate will have a demonstrated record of success in handling correspondence, making travel arrangements, event management, determining priorities, and dealing with the general public. Formal training in Business or Office Administration is required. The ability to use sound judgment, diplomacy and to act within established protocols are essential for this position.

This is an exempt position offering a competitive compensation package.

Please send your resume by February 11, 2010 quoting Competition No. 08-01/10 to:

Human Resources Department
City of Kamloops
105 Seymour Street
Kamloops BC V2C 2C6
Fax: 250-372-1351
Email: HR@kamloops.ca

For detailed information on this position and for more information on our community, please refer to our website at www.kamloops.ca/jobs.

The City of Kamloops thanks all applicants for their interest in applying for this position; however, only those selected for an interview will be contacted.



The City of Kamloops is focused on creating the highest levels of service excellence, based on a company culture that celebrates the employees who make it all happen. We offer ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.



Kamloops boasts excellent sporting and recreational facilities, with four distinct seasons offering the perfect pursuit for active lifestyles and outdoor enthusiasts, be it on water, land or snow - with plenty of sunshine throughout the year. Enjoy professional theatre and symphony productions as well as art shows and cultural events at a variety of venues. And we're only a three hour drive from the Vancouver area!

105 Seymour Street | Kamloops BC V2C 2C6 | P. 250-828-3439 | F. 250-828-1351 | www.kamloops.ca

CITY OF KAMLOOPS

Position:	Executive Assistant	Incumbent:	
Department:	Administration	Division:	Office of the Mayor and Council
Review Date:	January 2010	Location:	City Hall

GENERAL ACCOUNTABILITY

The Executive Assistant is responsible for a variety of administrative and secretarial tasks within the Mayor and Council's office.

NATURE AND SCOPE

Under the direction of the Mayor, the Executive Assistant is responsible for the day-to-day operations of the office of the Mayor and City Council and for communicating and providing liaison with all levels of staff and the general public.

The Executive Assistant accepts a large volume of telephone calls from the general public, representatives of public interest groups, senior City staff, Union representatives, news media and other government officials and representatives. The incumbent is required to screen all calls and take appropriate action; i.e. to refer to relevant City staff, provide information requested, or initiate solutions to problems by seeking the required explanation or transferring calls to the Mayor.

The Executive Assistant must exercise excellent public relations skills through frequent contact with City Councillors, government officials, City staff and the media. The incumbent determines the nature of these visits and takes action as indicated by the established requirements or policies.

The Executive Assistant prepares a variety of confidential correspondence for the Mayor and City Council based on his/her instructions.

Appointments and schedules of the Mayor and City Council are maintained and handled by the Executive Assistant as well as travel and other related arrangements. The incumbent also arranges meetings with citizen groups, government officials and City staff for the Mayor and City Council. The incumbent is responsible for setting up and arranging catering for all City Council meetings.

The incumbent is responsible for event management duties associated with our Sister Cities, including organizing visiting groups and trips to China and Japan. In addition, it is important that the incumbent understand the protocols and culture of China and Japan. The incumbent is also responsible for organizing functions such as awards nights and mini expos. The Executive Assistant is responsible for ordering gifts for visiting delegations and ensuring that the gift cabinet is appropriately stocked.

The main challenge of this position is dealing with a wide variety of public interest groups and individuals and determining priorities.

SPECIFIC ACCOUNTABILITIES

1. Provides confidential secretarial support to the Mayor and Council.
2. Responsible for the day-to-day operations of the Office of the Mayor and Council.
3. Accepts a large volume of telephone calls from the general public and takes appropriate action.
4. Acts as liaison with Councillors, City staff, government officials, Union representatives and the general public.
5. Manages the Sister City function for the Mayor and City Council, including organizing delegations, recruiting Assistant English Teachers and finding homestays for students.
6. Receives and processes correspondence and requests, queries and complaints, and exercises judgment in referring matters to the Mayor.
7. Prepares letters as required by the Mayor and City Council.
8. Responsible for planning, coordinating and protocol for civic functions as required.
9. Requires a broad understanding and knowledge of management and City Council policies.
10. Maintains appropriate communications with all City staff, Mayor and Council, other levels of government, community agencies, the public, news media, other municipalities, and related provincial and national organizations.

REQUIRED EXPERIENCE, TRAINING, EDUCATION, MEMBERSHIPS, ETC.

- Business Administration/Office Administration Diploma.
- One to three years of business or municipal government experience, including experience in preparing minutes.
- Excellent verbal, written, and interpersonal communication skills.
- Extensive organizational skills.
- Knowledge of and experience with filing systems.

Incumbent

CKQ/bmm

Supervisor