



# CHESTERMERE

## Executive Assistant

### Internal/External Posting

Chestermere, Alberta is a dynamic recreational Town with all the ambiance of a laid-back lakeside community. Here you will find friendly residents, safe neighbourhoods, a wide range of housing options, excellent schools that are close to home and stores with services just minutes away.

The Town of Chestermere is recruiting for a full time Executive Assistant that includes benefits and the opportunity to make a positive difference in our community. We are a progressive, forward thinking organization that is focused on continuous improvement, innovation and providing exceptional customer service. Reporting to the Director of Administrative and Legislative Services, you will enjoy a collaborative team environment with a dynamic culture and a drive for progressive excellence.

Extensive experience in executive administration is required. A post secondary education in Business Administration and municipal experience would be an asset. The candidate must have excellent organization, problem-solving, and decision making skills; a positive attitude, the ability to take initiative and implement new process improvements as well as be able to adhere to strict timelines while exercising discretion and good judgement. Candidates must be able to communicate with all levels of staff, government, elected officials, and the general public in a courteous and effective manner which reflects the professionalism of the organization and the Office of the Mayor.

### **The Opportunity**

- Compose agendas completely and accurately
- Record decisions/minutes of all daytime and evening Council Meetings, Organizational Meetings & Public Hearings
- Ensure all tabled motions are sent to the Legislative Coordinator
- Maintain and distribute an action item list for Directors to distribute to staff
- Record minutes and type technical material at an efficient and accurate level
- Distribute motions of Council, following Council Meetings, to appropriate recipients and ensure follow-up is completed within the established guideline.
- Ensure that all Council Meeting Minutes and Agendas are posted on the Town website
- Provide support to Council and team members for research of minutes
- Act as Council liaison which includes coordinating meetings, making arrangements for conferences, updating the Council calendar and producing documents
- Record minutes for Management meetings with an action item list
- Assign file numbers, obtain signatures and maintain an index of bylaws, policies and agreements
- Maintain an effective filing system for the retention of current Council/CAO records which would include creating new files as required
- Research and compile information and reports from various sources to assist Council, CAO and the Director of Administrative and Legislative Services
- Other duties as assigned



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## The Person

- Able to maintain strict confidentiality
- Keep current in market trends and best practices in order to provide pro-active and new approaches where required
- Strong ability to establish credibility, trust and build effective relationships at all levels of the organization
- Critical listening skills and the ability to capture central discussion at meetings; and the ability to analyze complex information

## Competencies

- Strong interpersonal, written and verbal communication skills
- Highly organized and detail oriented
- 5-8 years experience
- Experience in a municipal setting is preferred
- Strong working knowledge of MS Office and Adobe Pro

If you are interested in this exciting opportunity, please send your resume and cover letter to:

Town of Chestermere  
105 Marina Road  
Chestermere, AB T1X 1V7  
Attn: Director of Administrative and Legislative Services

fax: (403) 207-7080  
email: [tanderson@chestermere.ca](mailto:tanderson@chestermere.ca)  
[www.chestermere.ca](http://www.chestermere.ca)

The deadline to apply is Friday, February 3<sup>rd</sup>

*We thank all applicants for their interest, however only those being considered for an interview will be contacted.*