



## Alberni-Clayoquot Regional District

### Executive Assistant to the Chief Administrative Officer

The Alberni-Clayoquot Regional District is situated in the heart of Vancouver Island; it includes the municipalities of Port Alberni, Tofino, and Ucluelet and the treaty nations of Huu-ay-aht, Uchucklesaht, Yuułuʔiłʔatḥ and Toquaht. Six electoral areas encompass the west coast's most dramatic and majestic landscapes.

The Alberni-Clayoquot Regional District is currently recruiting for a regular full-time Executive Assistant to join their team of professionals. Reporting directly to the Chief Administrative Officer (CAO), this exempt position provides complex administrative, secretarial and clerical support of a confidential nature for the Chief Administrative Officer.

The Executive Assistant is required to maintain strict confidentiality due to the nature of material handled, such as labour relations, requests under the Freedom of Information and Protection of Privacy Act ("FOIPPA") and other matters of a controversial or sensitive nature. The incumbent must be adept at quickly developing a rapport with many diverse personalities. The position works collectively with all employees of the ACRD to ensure the delivery of efficient, quality services.

The Complete Job Description is available at [www.acrd.bc.ca](http://www.acrd.bc.ca). The ideal candidate will possess:

- Commitment to excellent customer service;
- Ability to multi-task in a high profile and fast paced environment while maintaining confidentiality and displaying the utmost tact and discretion on all matters
- Ability to prepare correspondence, speaking notes and briefing material independently and to organize work, set priorities and meet critical deadlines.
- Demonstrated strong oral and written skills, including excellent knowledge of business grammar, spelling, and English composition.
- Thorough knowledge of administrative and secretarial practices and procedures.
- Ability to work in a highly technical environment using a variety of computer technology and software, including electronic data management.

The Regional District offers a competitive salary and comprehensive benefits package. Qualified applicants are invited to forward their resume by 4:30 pm on Wednesday, February 28, 2018 to:

Wendy Thomson, Manager of Administrative Services  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue, Port Alberni, BC V9Y 2E3  
Phone: (250) 720-2706, Fax: (250) 723-1327  
E-mail: [wthomson@acrd.bc.ca](mailto:wthomson@acrd.bc.ca)

*We thank all applicants in advance for their interest, however; only those under consideration will be contacted.*



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT Job Description

<b>Job Title</b>	<b>Executive Assistant to the Chief Administrative Officer</b>
<b>Department</b>	Administration
<b>Classification</b>	Executive Support (Exempt)
<b>Status</b>	Full-Time
<b>Effective Date</b>	February 1, 2018

### **POSITION SUMMARY:**

This position provides complex administrative, secretarial and clerical support of a confidential nature for the Chief Administrative Officer (“CAO”), with additional duties supporting the General Manager of Administrative Services (“GMAS”). The Executive Assistant is required to maintain strict confidentiality due to the nature of material handled, such as labour relations, requests under the Freedom of Information and Protection of Privacy Act (“FOIPPA”) and other matters of a controversial or sensitive nature. The incumbent must be adept at quickly developing a rapport with many diverse personalities.

### **DUTIES AND RESPONSIBILITIES:**

- Composes correspondence, reports and related materials from a variety of sources, (notes, dictation, etc.)
- provides logistical and administrative support for meetings and appointments including drafting preparatory briefing notes;
- Makes arrangements for and/or attends, records, transcribes, and circulates minutes for regular scheduled management meetings; as well, various other meetings requiring CAO or GMAS involvement.
- Prepares in-camera agendas and minutes, follows up on actions arising from in-camera meetings of Committees and the Board
- Works with confidential and sensitive labour and/or human resources files including supporting the GMAS in this regard.
- Maintain and/or supports a records management system for all confidential files as directed by the GMAS.
- Responds to requests, queries and complaints or refers to appropriate authority; ensures that all superiors are kept informed on all sensitive issues, priorities and deadlines. May represent the department on interdepartmental committees.

- Receives incoming calls to the Department; responds to general inquiries; provides information, advice, guidance and direction to the public and others concerning ACRD policies, bylaws, regulations, services and Board and Committee actions.
- Maintains CAO's appointment calendar ensuring the best use of the CAO's time. Judgment is exercised to ensure all essential information is gathered and communicated, other meeting participants are invited, and that other commitments and appropriate travel arrangements have been considered.
- Manages CAO's email to optimize the CAO's time and attention on the priorities of the ACRD
- Provides information and assistance to a variety of internal and external contacts on behalf of the CAO.
- Tracks the status of assignments given to Department Heads and other staff to ensure that deadlines are met including managing the Staff Action List
- Establishes and maintains effective working relationships with staff, Board, consultants, commercial enterprises and associations, municipal and other levels of government and non-governmental organizations.
- Makes recommendations for change and/or assists in developing policies pertaining to the ACRD.
- Completes and submits registration and arranges travel and hotel accommodation for conference attendance for the CAO, and the GMAS.
- Assembles information and prepares responses to applications for information under the *Freedom of Information and Protection of Privacy Act*
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- In the event of an emergency situation this position will be a key member of the Emergency Operations Centre

### **KNOWLEDGE, SKILLS, ABILITIES & EXPERIENCE**

- Ability to multi-task in a high profile and fast-paced environment while maintaining confidentiality and displaying the utmost tact and discretion on all ACRD matters.
- Ability to prepare correspondence, speaking notes and briefing material independently and to organize work, set priorities and meet critical deadlines.
- Demonstrated strong oral and written skills, including excellent knowledge of business grammar, spelling, and English composition.
- Thorough knowledge of administrative and secretarial practices and procedures.
- Ability to work in a highly technical environment using a variety of computer technology and software, including electronic data management.
- Sound knowledge of the organization of the ACRD as a whole and the specific functions of the various local government departments and key staff.
- Good knowledge of municipal/public sector organizational structure and other government protocol, and of the rules and regulations governing departmental operations in a local government.

- Knowledge of current issues in local government.
- Ability to collect, analyze and interpret statistical and narrative data and to prepare clear and concise studies, reports and correspondence.
- Ability to prepare recommendations regarding policy and implementation strategies.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and to represent the Regional District on a variety of committees, task forces and workshops.
- Ability to compose briefing material and speaking notes, concise correspondence and memoranda; to gather information and prepare reports for the CAO; and to take meeting minutes with a high degree of speed and accuracy.
- Ability to perform duties and assigned tasks with minimal supervision.
- Thorough knowledge of the Board, its Committees and related official bodies including procedures and functions.
- Ability to interpret bylaws, resolutions, agreements, documents, official records and related material.
- Ability to perform work requiring close attention to detail and to complete assignments with minimal supervision.
- Ability to research information and prepare reports to provide information on past decisions, procedures and policies.
- Ability to work varied hours as necessary to meet the requirements of the position.
- Ability to work in a fast pace environment, with multiple priorities.
- Excellent organizational, time management, and prioritizing skills.
- All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.
- Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

### **EDUCATION, TRAINING, CERTIFICATION & LICENCES**

- Grade 12 graduation with a diploma or certificate in Business Administration, Legal and/or other related field or equivalent combination of experience.
- Minimum of 3 years working in Local Government gathering related experience
- Working familiarity with FOIPPA would be an asset
- Proficient in MS Office Suite for word processing, spreadsheets, email systems and database applications
- Keyboarding speed of 45 wpm or greater
- Strong knowledge of business English
- Valid Class 5 B.C. Driver's License.