



Employment Opportunity

Executive Assistant to the Director of Community Services

The Town is seeking an energetic, dynamic individual for the permanent position of Full-time Executive Assistant. The successful candidate will be strongly devoted to public service, be team orientated, innovative, and result driven. This person will provide comprehensive administrative support to the Director of Community Services, while also supporting the Westlock Fire Chief and Municipal Enforcement, and work in cooperation with staff, residents, and the general public.

You will be working in a vibrant community of 4,921 just 85 kilometres north of Edmonton. We have all the amenities and more. Living in Westlock you can experience live arts, concerts, all sports or belong to one of the multiple community organizations. Town amenities include the Rotary Spirit Centre multiplex, the Aquatic Centre, skateboard park, ball diamonds, parks and playgrounds. The Town's strong business sector provides all the services and shopping you will need.

Responsibilities

- Administrative duties for the Community Services Department, Westlock Fire Chief and Municipal Enforcement.
- Respond to public inquiries and concerns in a professional and timely manner.
- Schedule and coordinate meetings with multiple parties, and ensure all details are handled.
- Manage the Director of Community Services calendar and provide reminders.
- Draft routine correspondence and arrange for signatures and approvals of documents.
- Provide support to various meetings.

Qualifications

- A recognized diploma in Office Administration or equivalent formal training.
- Minimum two (2) years of related experience supporting senior leaders, preferably in a municipal government environment.
- Strong written and verbal communication skills, with demonstrated experience drafting correspondence, reports and presentations.
- Proven proficiency in a broad range of administrative functions, including calendar management, travel coordination, and minute-taking.
- Advanced computer skills, with proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), and Adobe Acrobat Pro.
- Professional, responsive, and positive work attitude with a strong commitment to customer service.
- Ability to work with discretion and professionalism, demonstrating courtesy, diplomacy, and tact in all interactions.

This competition will remain open until a suitable candidate is found. The Town of Westlock thanks all applicants for their interest; however, only those selected for an interview will be contacted. Please submit your resume with three references in confidence to:

Town of Westlock
10003-106 Street
Westlock, Alberta T7P 2K3
Phone: 780-349-4444 | Fax: 780-349-4436
Email: employment@westlock.ca

10003 106 Street, Westlock, Alberta, Canada T7P 2K3

Office: 780-349-4444 / **Toll Free:** 1-866-349-4445 / **Fax:** 780-349-4436

www.westlock.ca



REPORT TO: DIRECTOR OF COMMUNITY SERVICES

INCUMBENT: EXECUTIVE ASSISTANT

Reporting to the Director of Community Services, the Executive Assistant (EA) will provide confidential administrative support to the Director of Community Services, while also supporting the Westlock Fire Chief and Municipal Enforcement. The Community Services Department is responsible for building maintenance, Westlock & District FCSS, Westlock Rotary Spirit Centre, and the Westlock Aquatic Centre.

The Executive Assistant will act as the point of contact for the Director of Community Services and will manage calendar, maintain information flow, make travel arrangements, and prepare reports. This role requires a high level of organization and confidentiality. Knowledge of the functioning of a municipality, your familiarity with legislation, regulations and town policies and procedures, along with your high degree of professionalism, tact, initiative, and judgement will ensure your success in this role.

The Employee may be required on an ongoing basis to attend applicable training, workshops, seminars and courses at the discretion of the Employer to facilitate job knowledge and performance.

Responsibilities:

1. Act as the first point of contact for individuals wishing to speak with the Director of Community Services and respond to routine inquiries on their behalf.
2. Manage the Director's calendar, including scheduling and coordinating meetings with multiple parties and ensuring all logistical details are handled.
3. Coordinate and book travel, conferences, and other events.
4. Draft routine correspondence and arrange for signatures and approvals of document.
5. Provide administrative support for various meetings, including preparation and follow-up.
6. Maintain organized records and filing systems for the department.
7. Respond to public inquiries and concerns in a professional and timely manner.
8. Interact regularly with staff across Town departments to ensure smooth interdepartmental communication.
9. Undertake special projects that support the goals and interests of the Town.
10. Maintain a high level of confidentiality in all interactions and communications.

11. Obtain and maintain working knowledge of Town of Westlock bylaws, policies, and procedures.
 12. Actively participate in and adhere to the Workplace Health and Safety Program, in accordance with the Town's Health and Safety Policy and related directives.
 13. Maintain professional knowledge through ongoing training, attending relevant workshops, and building personal networks.
 14. Demonstrate the ability to prioritize tasks and respond to shifting priorities in a fast-paced environment.
 15. Be motivated, self-directed, and committed to achieving individual and team goals.
 16. Contribute to the overall success of the team by supporting colleagues and accomplishing related tasks as required.
 17. Perform other related duties as assigned from time to time
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Required Education and Training:

1. The minimum level of education required to perform these duties are:
 - Minimum Grade 12 or equivalent (post-secondary diploma in a related field is considered an asset).
 2. The minimum experience required to perform these duties are:
 - A recognized diploma in Office Administration or equivalent formal training.
 - Minimum two (2) years of related experience supporting senior leaders, preferably in a municipal government environment.
 - Strong written and verbal communication skills, with demonstrated experience drafting correspondence, reports and presentations.
 - Proven proficiency in a broad range of administrative functions, including calendar management, travel coordination, and minute-taking.
 - Advanced computer skills, with proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), and Adobe Acrobat Pro.
 - Professional, responsive, and positive work attitude with a strong commitment to customer service.
 - Ability to work with discretion and professionalism, demonstrating courtesy, diplomacy, and tact in all interactions.
 - Ability to maintain confidentiality of sensitive information.
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Guidance Received

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are:

- Municipal Government Act (MGA) of Alberta, related statutes.
- Freedom of Information and Protection of Privacy Act (FOIP).
- Town of Westlock Bylaws, Policies, Procedures and Directives.
- Occupational Health and Safety and Town Health and Safety Policies.
- Written or oral directives received from the Director.

Contacts

The Executive Assistant will frequently have contact with the following:

- Senior Management Team
- General Public, Community groups
- Town of Westlock staff

Environment

The incumbent may spend long hours sitting and using office equipment and computers, which can cause muscle strain. There may also be days of standing for long periods of time, and some lifting of supplies from time to time.

- There are many deadlines associated with this position, which may create physical and/or mental stress.
- Considerable pressure may be exerted on the Executive Assistant to ensure work is completed, and to meet deadlines.
- The incumbent is located in a busy, open area office and is faced with frequent interruptions.
- Requires discretion and confidentiality in all matters.
- Responding to queries from the public and community may create mental stress.

Signatures

I have read and understand the contents contained within this job description. The Director of Community Services has informed me that this is a general description of the duties, responsibilities, and qualifications for the position of Executive Assistant. This description will form the basis for my classification level and the basis for my performance evaluation.

Employees Signature: _____

Supervisor Signature: _____

Date: _____