



Medicine Hat
The Gas City

JOB DESCRIPTION

JOB TITLE: EXECUTIVE ASSISTANT – STRATEGIC MANAGEMENT & ANALYSIS

REFERENCE NO: 100479

DIVISION: STRATEGIC MANAGEMENT & ANALYSIS

DEPARTMENT: STRATEGIC MANAGEMENT & ANALYSIS

APPROVAL DATES: BY: Rochelle Hancock DATE: April 9, 2021
MANAGING DIRECTOR – STRATEGIC MANAGEMENT & ANALYSIS
BY: [Signature] DATE: April 9, 2021
CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This is a senior executive administrative position responsible for the efficient and professional management of the office of the Managing Director of Strategic Management & Analysis Division (SMA). It is required to communicate and interact with senior administration, elected officials, and all levels of government, outside agencies, internal staff, and the public in a confidential, respectful, and courteous manner. The Executive Assistant works independently and has the ability to anticipate the needs of the office through situational awareness and synthesis of information. This senior position is required to have proficient problem solving skills, deal with highly confidential information, make timely decisions exercising good judgement, be a self-starter, and take ownership and accountability for tasks assigned. Additional administrative support is extended to the City Planner and Director of Planning & Development Services and/or other SMA departments as may be required.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Executive Services.
- Works closely with and supports the Managing Director of SMA.
- Works closely with and supports the City Planner and Director of Planning & Development Services.
- Communicates, collaborates and works effectively with the City Manager, Managing Directors, Mayor's Office, Executive Assistants, Directors, City Clerk's Office, Divisional Administrative Assistants, City Council and staff in general.
- Provides direction, guidance, advice or assistance to Divisional Administrative Staff regarding administrative activities within the Division.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Manages and coordinates all aspects of the Managing Director's Office including internal and external communication, prioritization and coordination of the Managing Director's schedule through anticipating the needs of the office to ensure efficiency in a fast paced and complex working environment.
- Coordinates, attends and facilitates City Council Standing Committee meetings on a regular basis as well as other meetings, retreats and off-site sessions, which includes accurate and timely distribution of agendas and minutes, anticipating the needs of the meeting by preparing presentation material, arranging meeting logistics, and completing follow-up actions.
- Researches, prepares, edits and processes clear concise detailed briefing material and/or documents, reports and letters for the Managing Director, City Planner and Director of Planning & Development Services, elected officials and others as required.
- Ensures timely and accurate follow-up within the Division regarding internal and external issues, and public inquiries.
- Develops and monitors the annual operating budget for the Managing Director's Office and responds accordingly to budgetary trends.

- Develops and processes financial documents and transactions; monitoring the progress through to completion including the investigation and reporting of any discrepancies. This includes completing weekly attendance reporting, monthly purchasing card reconciliation, monthly budget reconciliation, travel arrangements and travel expense claims as required.
- Acts as a Divisional administrative advisor regarding City of Medicine Hat policies and develops appropriate Divisional procedures, forms, reports and training for Divisional support staff in order to ensure compliance.
- Actively participates and contributes within the Executive Assistants Team by sharing information and assisting with coverage items within the Team as required.
- Maintains accurate and updated electronic filing system to store documentation for easy and efficient retrieval adhering to the City's Records Management Policy.
- Other related duties as required.

REQUIRED COMPETENCIES:

- Strong interpersonal skills to establish and maintain working relationships in a team environment with a broad spectrum of employees, including the Senior Executive Team and the Senior Leadership Team, as well as City Council.
- Strong leadership skills with the ability to mentor administrative support staff within the Division.
- Excellent written and verbal communication skills, with the ability to produce accurate documents, reports and presentations with a high level of attention to detail, including proven skill at proofreading and editing documents.
- Excellent organizational skills, attention to detail and the ability to multi-task and work under pressure and within tight deadlines while balancing a wide variety of activities.
- Ability to quickly respond to people and situations by exercising good judgement and excellent conflict resolution skills when assisting various stakeholders.
- Confident and self-assured in making independent decisions, initiating change and problem solving with minimal supervision.
- Must be dependable, flexible, self-motivated and extremely customer service orientated.
- Advanced knowledge in the use of personal computers and software applications in a network environment, including the proficient use of e-mail and Internet applications.
- Working knowledge of municipal government, the City's organizational structure, Corporate and Divisional goals/values, and policies and procedures is a definite asset.
- Thorough working knowledge of the City's Planning, Building and Development Services policies and procedures.

REQUIRED QUALIFICATIONS:

- Successful completion of a recognized two (2) year diploma program in Business or Office Administration, Office Technology, or related field from a recognized post-secondary institution.
- Seven (7) years' job-related work experience in a senior administrative capacity including, extensive involvement in coordinating administrative processes, providing customer service and utilizing standard office technology. An equivalent combination of management approved training and education may be considered.