



Executive Assistant

Competition number: RC 2017 0019

Department: City Manager's Office

Close Date: March 28, 2017

Salary Range: Compensation commensurate with experience, skills and abilities.

The City of Spruce Grove is a fast growing, dynamic city committed to building and maintaining a fiscally responsible community that serves our residents, attracts visitors and promotes future growth. Through the actions of the Shared Principles, innovation is encouraged; communication and learning are continuous in this team environment while maintaining a positive work and family life balance.

Responsibilities:

This position is responsible for providing senior level, confidential and executive administrative support to the Mayor, City Manager, and City Council. The incumbent acts as a liaison between the City Manager, Mayor, Council, Senior Administration, staff, external stakeholders including all levels of government, outside agencies and the public. He/She works independently and has the ability to exercise good judgment, handles sensitive information and deals with a wide-range of issues. This position reports to the City Manager.

We are looking for someone who has:

- Extensive knowledge of administrative and clerical procedures and systems such as word processing, managing files and record-keeping, designing forms, and other office procedures and terminology.
- Excellent customer service delivery experience in face-to-face, online, and over the phone environments.
- Working knowledge of municipal government business activities and processes.
- Working knowledge with an electronic based records management system.
- Understanding of the Freedom of Information and Protection of Privacy Act.

Qualifications:

- Post-secondary two (2) year diploma in Business Administration, Office Administration or equivalent.
- Six (6) to Eight (8) years of experience in a Senior Executive Administration role.

Visit our website at www.sprucegrove.org for more information and to apply online.