



# Town of Fort Smith

## Job Description

### Executive Secretary

**POSITION TITLE:** Executive Secretary

**POSITION NUMBER:** 10011

**DEPARTMENT:** Administration

**REPORTS TO:** Senior Administrative Officer

**CLASSIFICATION:** Indeterminate, Excluded

**LOCATION:** Town Hall

#### Summary of Position

Under the direction of the Senior Administrative Officer, the Executive Secretary performs administrative work of a highly confidential and responsible nature. The Executive Secretary acts as the first point of contact for the Mayor's office and is responsible for supporting and assisting the Mayor and SAO by performing the executive secretary and office management functions while also acting as liaison with local and territorial agencies as well as fostering close working relationships with the Town Council, department heads and staff, various community leaders in schools, businesses and public agencies. Work requires a high degree of confidentiality and discretion in a publicly sensitive environment. while coordinating the day-to-day operations. This includes all administrative tasks, assisting in research, preparation of presentations, and coordination of events.

#### Outline of Duties

- 1. Provides administrative support for all meetings of Council, Committees and Public Hearings to ensure accurate information is provided in an accurate and timely manner and decisions are recorded by:**
  - Preparing agendas for all meetings of Council, Committees and Public Hearings. Also responsible for the preparation of agenda for advisory boards as required.
  - Distributing all agendas and supporting documentation in accordance with the procedure bylaw.
  - Recording of the minutes of all meetings of Council, Committees and Public Hearings.
  - Recording the attendance at Council meetings, Committee meetings and Public Hearings.
  - Providing public notices of all meetings of Council, Committees and Public Hearings in accordance with the Cities, Towns and Villages Act.
  - Preparing meeting facilities for all meetings.
  - Maintaining the official minute binder and motion registry.
- 2. Provides legislative support to the Town by:**
  - Preparing bylaws as directed by the Senior Administrative Officer.
  - Ensuring all bylaws are approved as required by the Cities, Towns and Villages Act including submitting bylaws for Ministerial approval when required.

- Ensuring bylaws are signed, sealed and distributed appropriately and in a timely manner.
- Maintaining a current and accurate binder.

**3. Provides records management support by:**

- Recording all incoming and outgoing correspondence and distributing as required.
- Maintaining the Town’s general filing system.
- Implementing and administering the Town’s Record Management System including electronic files.
- Coordinating the storage and destruction of files as required in accordance with applicable bylaw and policy.

**4. Provides secretarial services to the Mayor, Senior Administrative Officer and Directors of Municipal Services, Community Services and Corporate Services by:**

- Preparing and distributing correspondence as required.
- Maintaining the Mayor’s appointment calendar.
- Making travel arrangements for the Mayor, Councilors, Senior Administrative Officer and Directors.

**5. Provides other support functions to the Town such as:**

- Booking Town Council Chambers.
- Assisting the Clerk/Receptionist at the front desk and by answering telephones as required.
- Updating the Town website and other electronic media as requested.
- Administering lottery licenses.
- Monitoring the Town’s email account.

**6. Performs other related duties as required**

**Position Supervised**

This position is not responsible for the supervision of staff.

**Responsibilities**

Primary Accountabilities:

- Co-ordinates incoming and outgoing correspondence for the Mayor and Councillors. Scans all incoming correspondence for information and activities, which may impact on the Mayor and Councillors’ calendar or daily activities.
- Maintains a records management system of both incoming and outgoing correspondence. Ensures that action requested through correspondence is responded to to swiftly to bring the matter to closure.
- Assists the public through correspondence, telephone, or in person when the Mayor’s in office.
- Consults with senior management in order to provide proper information when replying to inquiries on behalf of Mayor and Council.
- Prepares draft and final correspondence for the Mayor's signature.
- Prepares summaries for the Mayor on complex matters submitted by department officials and conducts additional research as required.
- Maintains an office filing system and arranges travel for Mayor and Council.
- Interacts and provides information as required to citizens, visitors, contractors, suppliers, other departments, government contacts, etc.
- Records accurate minutes during meetings as required.
- Provides confidential administrative support for the Mayor and Council.

- Arranges appointments for the Mayor and Councillors and makes arrangements for visitors as required.
- Organizes Town large and small functions for the Mayor and Council
- Assists in the preparation of the Mayor's monthly report to Council and the Mayor's annual public report.
- Prepares speaking notes for Mayor and members of Council in preparation for attendance at events, meetings, conventions, or press conferences.
- Prepares advertisements and Mayor's welcome messages for various promotional opportunities.
- Performs other such related duties, responsibilities and functions as may be assigned.

## **Contacts**

- Reports to the Chief Administrative Officer.
- Works closely with all members of the Administration Department.
- Develops and maintains working relationships with departmental managers, supervisors, and all Town employees to provide support to the Mayor and Council.
- On behalf of the Mayor and Council, liaises with senior department heads and officials of other government departments and agencies.
- Develops and maintains relationships with service providers, external agencies, consultants, and associated professional groups.
- As a committed member of the Town of Fort Smith team, the Executive Secretary to Mayor and Council will act as a positive role model for all employees throughout the organization.
- Deals with the public with integrity and in a professional and courteous manner.

## **Work Environment**

- The incumbent will work with sensitive and confidential information. Tact and diplomacy are requirements in this role.
- Town Hall can be a busy environment. The incumbent must be able to maintain concentration around many distractions and still ensure accuracy and attention to detail.
- Interaction with the Mayor, Council, Senior Administrative Officer and the public is a normal part of this position and requires tact and diplomacy.
- The incumbent will be required to attend meetings of Council and Committees outside normal working hours. Attending evening meetings is required of this position.

## **Knowledge, Education and Experience**

### Required Competencies:

- Advanced verbal, and written communication skills and the ability to engage others.
- Excellent interpersonal skills paired with the ability to form and maintain strong relationships with Council, management, staff, other government employees, and the general public. Excellent analytical, organizational and time management skills to meet frequent and aggressive deadlines.
- Ability to grasp concepts, methodologies, and approaches quickly and can develop and implement them effectively.
- Patience, sound judgment, and excellent decision-making skills.
- A strategic and creative thinker with the ability to work with detailed processes.
- Excellent judgment and the ability to handle highly sensitive and confidential data and situations with tact, professionalism, and discretion.
- Working knowledge of corporate budgeting principles and the ability to apply financial and budgetary skills.

- Ability to work overtime on occasion to accommodate evening meetings and events.
- This position requires knowledge of municipal and territorial legislation.

**Required Qualifications:**

- A 2–3-year degree or diploma in administration or a related field.
- Minimum of four (4) years’ experience in an administrative capacity.
- Advanced Microsoft Office skills, thorough knowledge of office equipment, procedures, databases, and spreadsheets.
- Written and spoken fluency in English.
- An equivalent combination of education and experience may be considered.
- A current criminal records check is required upon hire.

**Certification**

I have read and understand this job description. I have been informed that it is a general description of the duties, responsibilities and qualifications required for my position which forms the basis for my classification level and against which my performance will be evaluated.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

\_\_\_\_\_  
Senior Administrative Officers

\_\_\_\_\_  
Date