

# JOB DESCRIPTION

## Executive Assistant

<b>POSITION TITLE:</b>	Executive Assistant
<b>DEPARTMENT:</b>	Administration
<b>CLASSIFICATION:</b>	Full-time Term
<b>REPORTS TO:</b>	Senior Administrative Officer
<b>LEVEL:</b>	Pay Level 17
<b>LOCATION:</b>	Fort Smith Town Hall

### Summary

Legislative Support: Provides support in preparing bylaws and ensuring all legislative requirements for bylaws is met.

Record Management: Responsible for the establishment, maintenance, retrieval, archiving and disposal of records management within the guidelines of municipal, territorial and federal legislation. Assists in the development of record management plans including electronic files management and support administrative functions and develops a corporate records management program.

Housing Accelerator Fund Initiatives: Coordinate the Town's Housing Accelerator Fund (HAF) Initiatives.

### Outline of Duties

#### 1. Legislative Support in Collaboration with the Executive Secretary:

- Research, develop and amend bylaws as required.
- Prepare bylaws for Ministerial approval
- Prepare notices and advertisements for public hearings when required.
- Research Cities, Towns and Villages Act and other territorial legislation for bylaw preparation.
- Ensure bylaws reference appropriate Territorial legislation.
- Conduct research for policy development.
- Update policy manual.
- Provide administrative support to departmental Director's.

#### 2. Record Management:

- Electronic Records Management Administrator and provide support to the Director of Corporate Services.
- Maintain and update central registry for the Records Management System; file, retrieve, archive, and destroy documents in accordance with the Records Management Bylaw.
- Support to Implement the Town's existing Records Management Bylaw.
- Initiate digitization of Municipal records and create processes to ensure consistent digitization and reduced paper and storage needs.

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- Establish practices for current and future records to maintain accuracy, accessibility, and long-term efficiency.
- Provide training and guidance to staff to support sustainable records management.

### **3. Project Coordination - Housing Accelerator Fund (HAF):**

- Coordinate all activities for the Housing Accelerator Fund (HAF) initiative.
- Support and facilitate the HAF Committee, including organizing meetings and preparing progress updates.
- Liaise with consultants, contractors, Indigenous governments, GNWT departments, and community stakeholders.
- Conduct research on zoning, housing incentives, taxation tools, and best practices in housing policy.
- Track timelines, milestones, and deliverables for the project, ensuring all reporting requirements to Council, CMHC, and other funders are met.
- Organize and lead community engagement sessions and prepare related communications and outreach materials.

### **4. Website Administration and Communications:**

- Assist with the website administration, social media and other communication channels as required.
- Support in establishing Town's digital presence and developing relevant Information Technology Policies.
- Support in developing a communications plan, create and distribute month newsletters.

### **5. Reporting & Accountability:**

- Prepare monthly and annual progress reports for Council, CMHC, and other stakeholders.
- Ensure compliance with funding agreements and timelines.
- Maintain accurate project documentation and records.
- Track project outcomes and provide recommendations for continuous improvement.

### **6. Provide coverage/relief for the Executive Secretary.**

### **7. Carry out other duties related to managing HAF program and other special projects as assigned by SAO.**

## **Supervision**

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May provide coordination/oversight to consultants/contractors engaged for HAF deliverables. (No direct line Management)

### Contacts

- This position has regular contact with Town staff, Council, committees and external partners.
- Internal: Senior Administrative Officer; Directors and departmental leads (Corporate Services, Finance, Planning & Development, Public Works, Community Services, IT, HR/Pay & Benefits) and HAF Committee.
- External: CMHC; GNWT departments; Indigenous governments and organizations; housing stakeholders; consultants/contractors; community groups; and the public (reports and engagement).

### Work Environment

- The incumbent will work with sensitive and confidential information. Tact and diplomacy are requirements in this role.
- The incumbent will be required to attend meetings with multiple stakeholders including contractors, Council, staff and the public outside normal working hours.
- Work requires frequent need to concentrate on a variety of sensory inputs for a lengthy duration requiring diligence and attention
- Work activities are performed in an environment with almost continuous exposure to mental pressure conditions and mental stress is a noticeable part of the job.
- This position will require extended periods of concentration whether at the computer utilizing word processing software, researching data and preparing detailed meeting minutes and reports or in meetings recording minutes.
- Flexible hours may be required to meet HAF project deadlines and attend community engagements.
- A high degree of discretion and confidentiality when dealing with sensitive issues.
- 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.

### Knowledge, Education and Experience

- 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.
- This position requires knowledge of municipal and territorial legislation.

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- Time management, strong communication and effective listening skills are required.
- The incumbent must be able to demonstrate interpersonal skills, problem solving skills, and attention to detail and high level of accuracy.
- 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 Officer

\_\_\_\_\_  
Date