



Township of McNab/Braeside Job Description	Job Title: Executive Assistant	Pages 5
Location: Municipal Building Department: Administration	Reports To: Chief Administrative Officer	Revision date: March 2026 Salary grid: Group 7

Position Summary

Reporting to the Chief Administrative Officer, the Executive Assistant provides administrative support to the CAO and Clerk's Department, maintaining a high degree of resourcefulness in undertaking and coordinating activities of the Administration Department.

Qualifications

- Post-secondary office administration diploma or equivalent from a recognized community college, with advanced proficiency in word processing, spreadsheets, presentation software, and other office applications.
- Excellent oral, written, and interpersonal communication skills, with the ability to interact effectively with Council members, staff, and the public.
- Minimum two years of experience in a municipal environment or government administration is an asset.
- Experience using iCompass is an asset.
- Strong organizational and time management skills to manage multiple priorities, meet deadlines, and handle a high volume of work efficiently.
- Excellent research, analytical, and report-writing skills, including the ability to prepare document summaries, briefing notes, and information updates for senior staff.
- High level of initiative, discretion, and independent judgment, with the ability to work with minimal supervision.
- Strong attention to detail, accuracy, and confidentiality in handling sensitive information.
- Ability to coordinate and support meetings, agendas, minutes, and follow-ups with precision and professionalism.
- Familiarity with municipal procedures, governance, and legislative requirements is an asset.
- Knowledge of A.M.C.T.O. (Association of Municipal Clerks and Treasurers of Ontario) standards or designation is an asset.
- Professional demeanor, flexibility, and adaptability in a dynamic work environment.
- Demonstrated problem-solving skills and ability to handle complex tasks with tact and diplomacy.

Major Responsibilities

1. Perform responsibilities consistent with the operational policies of the Township.
2. Provide administrative and clerical support to the CAO, Clerk, Council, and staff as directed.
3. Maintain an effective filing system and information retrieval system.
4. Respond to public inquiries by telephone, email, or in person, and refer calls to appropriate personnel if necessary.
5. Prepare correspondence, agreements, advertisements, and other documentation under the direction of the CAO.
6. Assist in preparation of agendas, reports, and background information for meetings.
7. Attend Council, Committee, staff, and other meetings as required, and accurately record minutes and decisions.
8. Make travel and conference arrangements for Council and staff under the direction of the CAO.
9. Under the direction of the Clerk, coordinate preparation and compilation of Lottery licenses and FIPPA reporting requirements.
10. Assist with Ontario Wildlife Livestock Claims.
11. Serve as Election Assistant as per the Elections Act.
12. Act as member of the support staff for the Township Emergency Plan.
13. Maintain records for the Township Parking Authority System.
14. Maintain and update the Township website, social media accounts, and other communications as directed by the CAO.
15. Maintain and update the 9-1-1 database.
16. Record and livestream Council meetings.
17. Perform other related duties as assigned by the CAO and Clerk.

Human Resources

- The incumbent works under the direction of the CAO and is not responsible for supervision of staff.
- The Township is committed to accommodating employees in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).

Financial Resources

- Not responsible for preparation of operating budgets or acquisition of funds.

Material Resources

- Ensure the confidentiality of all municipal documents as required by legislation, law, or policy.
- Responsible for proper usage of all office equipment and supplies.

Skill and Effort

Knowledge:

- Thorough knowledge of office procedures and analytical techniques.
- Knowledge of municipal administration considered an asset.
- Strong organizational and time management skills to meet deadlines.
- Good records management skills.

- Excellent written and verbal communication skills.
- Analytical skills to identify and resolve problems.

Physical Skill and Effort:

- Requires manual dexterity to operate computer and office equipment.

Decision Making and Judgment:

- Works under general direction of the CAO, with access to policies, procedures, and legislation.
- Prioritize workload to meet deadlines and manage stress effectively.
- Participate in interdepartmental projects as required.

Interpersonal Skills/Contacts:

- Internal: CAO, Clerk, Department Heads, staff.
- External: Government officials, ministries, public, consultants, auditors, legal services, other municipalities.

Working Conditions

- Works in a clean, safe office environment, with substantial time spent at a computer terminal.
- Frequently deals with the public, including occasionally challenging interactions.
- Work is subject to deadlines and may require hours beyond normal schedule.
- Employees are expected to follow safe work practices, report unsafe conditions, and attend all relevant occupational health and safety training as legislated under OHSA.
- Hours of work, overtime, vacation, and other entitlements are provided in accordance with the Ontario Employment Standards Act, 2000 and municipal policies.

Note: This job description reflects the principal functions of the role and is not intended to be an exhaustive list of duties. Responsibilities may be added or modified by the CAO or Clerk in accordance with the Township's operational needs.