

Executive Assistant

Reporting to: Chief Administrative Officer (CAO)

Job Status: Permanent, Full-Time

Job Summary:

This role provides clerical and confidential administrative services to the CAO, while also supporting the coordination and implementation of a variety of projects aligning with the VOP's Strategic Priorities.

Job Responsibilities:

- Ensure all administrative assistance required by the CAO is provided, including screening calls, booking appointments, preparing agendas, recording minutes, prioritizing items, confirming travel arrangements and processing of financial expenses and purchase orders.
- Maintain filing and/or record keeping systems as per the Village's records management system; recommend and implement improvements to administrative processes where applicable.
- Compose, research, proofread, edit, and finalize a variety of documents on behalf of the CAO including bylaws, agreements, contracts and leases as required.
- Provide administrative support to various committees and the Mayor as required.
- Process confidential matters and materials.
- Facilitate, coordinate and execute Special Event Permits.
- Liaise with Village partners, including neighbouring local governments and First Nations.
- Represents the VOP at committees including but not limited to the Economic Development Collaborative, Nu'kw7ántwa' Intergovernmental Committee, Nu'kw7ántwa' Organizing Committee and Tourism Pemberton Board Meetings.
- Assists with Local and Regional Transit administration, annual operating agreements, joint committee meetings and collaborating with partners regarding expansion initiatives.
- Support the implementation of the Village of Pemberton Economic Development Strategy and identify areas for regional collaboration.
- Prepare and maintain a variety of materials such as technical and status reports, correspondence and project specifications.
- Conduct research and analysis and make recommendations to the CAO.

- Review project plans, coordinate and attend project meetings, conduct project debriefs, communicate project expectations to relevant stakeholders and provide recommendations for future projects where applicable.
- Ensure that all statutory process requirements are met in accordance with the *Community Charter, Local Government Act*, Provincial and Federal Legislation, and Village of Pemberton Policies and Bylaws
- Other duties as required

Job Qualifications and Experience:

- Excellent verbal, written and interpersonal communication skills.
- Superior organizational and results oriented problem-solving ability.
- Sound analytical thinking, decision making, planning and prioritization.
- Resourceful, flexible and adaptable in the way that they work.
- High degree of integrity, confidentiality and accountability.
- Ability to deal tactfully and effectively with a variety of stakeholders.
- Strong time management skills with the ability to manage multiple deadlines.
- Ability to produce technical reports and cost benefit analysis.
- Previous government, First Nations and/or government policy making/legislative experience an asset.
- Experience conducting independent research, analysis and advice on multifaceted issues an asset.

Emergency Operations Responsibilities:

All persons employed by the Village of Pemberton will be required to assist the Village in providing emergency services. Duties assigned during an emergency may differ from regular duties.