



**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY
CORPORATE SERVICES & FINANCE
EXECUTIVE ASSISTANT TO THE MAYOR**

The County of Prince Edward is an island community on the shores of Lake Ontario with a proud United Empire Loyalist heritage. Boasting beautiful beaches and a unique rural landscape, the County offers serene country living. Our strong agricultural roots, thriving tourism attractions, renowned regional cuisine, and growing wine industry combine to offer a unique and unmatched quality of life.

Our Human Resources Department is currently accepting applications for the position of **Executive Assistant to the Mayor**. This position will work primarily with the Mayor and other Members of Council on a broad range of issues and activities under the supervision of the Chief Administrative Officer. This position is responsible for providing confidential secretarial and clerical support services.

The ideal candidate will possess the following qualifications:

- Post-secondary education in Business or Office Administration or related discipline
- 3-5 years administrative experience preferably in a municipal government environment with knowledge of the *Municipal Act*, and other relevant legislations
- AMCTO Municipal Administration Program completion an asset
- Excellent interpersonal, communication and customer service skills with the ability to exercise tact, diplomacy and good judgment at all times
- Proficiency in Microsoft Office applications, data management and other related database applications
- Strong organizational and time management skills with the ability to multi-task and manage competing priorities
- Availability to work beyond normal hours of work, including evenings and weekends, and off-site, as required

The current annual salary range for this permanent full time position is \$55,674 to \$67,649 as per Band 2 of the Non-Union By-law. Compensation also includes a comprehensive benefit package and membership in OMERS. Please submit your application prior to **9:00 am on October 30, 2017** to careers@pecounty.on.ca.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act and The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.