



**The Corporation of the City of Sarnia
Legal & Clerk Services Department, Clerk's Division**
requires an
Executive Assistant to the City Clerk (Temporary)

Situated on the shores of Lake Huron at the mouth of the St. Clair River, The City of Sarnia is noted for its breathtaking sky-blue water and beautiful waterfront parks. A border community with a population of 72,000 residents, the City of Sarnia offers a high quality of life with affordable living, excellent schools, state-of-the-art healthcare facilities, and a variety of cultural institutions, together with exceptional recreation and leisure services. The best of Sarnia is featured in a series of three videos showcasing the natural beauty, the lifestyle of our residents, and the strategic advantages for business. Learn more about Sarnia and all it has to offer through our Guides to Sarnia, the place you want to [Live](#), [Work](#) and [Play](#).

Job Summary:

Under the direction of the City Clerk, the Executive Assistant will be responsible for providing administrative and related support to the City Clerk, including: the preparation and follow up of the Council agenda, minutes and correspondence; the preparation and tracking of all related documentation; maintaining records for the City Clerk; the processing of requests related to the Municipal Freedom of Information and Protection of Privacy Act; and performing other duties as assigned by the City Clerk.

This position, on occasion, may be required to work irregular and/or extended hours. This is a temporary opportunity for a period of up to 12 months.

Qualifications:

- Two year college diploma in office administration plus one to two years of related work experience; or an equivalent combination of education, training and experience.

Related work experience to include demonstrated competencies in:

- Providing administrative support at an executive level;
- Superior organizational skills with the ability to meet deadlines and multi-task in a busy office environment;
- Proficient in the use of computer software including Word, Excel, Outlook;
- Ability to exercise discretion in handling confidential information;
- Experience in taking accurate and complete meeting minutes;
- Superior communication and interpersonal skills including the ability to communicate with others in a highly professional and competent manner;
- Familiarity with municipal government services and departments with an aptitude for learning departmental functions and services.

Salary Range: \$30.79- \$38.49 per hour, based on a 35 hour work week

Closing Date: February 19, 2020

Candidates are invited to submit a resume in confidence to hr@sarnia.ca indicating "2020-17 – Executive Assistant to the City Clerk"