



# Employment Opportunity

**GEORGINA**

Town of Georgina Human Resources  
careers@georgina.ca



## **Executive Assistant to the Chief Administrative Officer (Posting #2022.54)**

**Department:** Office of the CAO  
**Location:** Civic Centre  
**Status:** Permanent, Full Time  
**Number of Positions:** 1  
**Salary:** \$82,897 to \$97,526 per annum  
**Date Posted:** March 2, 2022  
**Date Closing:** March 16, 2022

### **Come work with us!**

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### **Position Purpose**

Reporting to the Chief Administrative Officer (CAO), is responsible for providing administrative support to the CAO, including handling sensitive political and human resource issues; preparing correspondence and reports including Council Reports using eScribe; taking minutes at meetings, scheduling meetings and appointments; coordinating administrative and support functions for the Department including purchasing, budget and financial activities; maintaining the TOMRMS filing systems; conducting research; responding to and/or redirecting inquiries/communications; and completing special projects as assigned.

### **Minimum Qualifications**

Successful completion of a post-secondary degree in Public Administration, Business or related field or approved equivalent combination of education and experience. Minimum five (5) years demonstrated experience in a progressively responsible senior administrative role. Experience in a computerized office automated setting in a municipal environment. Knowledge of general office procedures, including financial, budget, records and information management filing system and its integration in an executive office environment. Strong political acuity and understanding of the political environment. Clear understanding of executive office functions, political framework and Department structure for the Town, and its constituents, affiliated municipalities, provincial ministries and relevant agencies. *For full details, please visit our website at [www.georgina.ca](http://www.georgina.ca).*

### **How to apply**

Qualified applicants are invited to submit a resume and cover letter, identifying the **Job Title** and **Job ID#**. Please apply by visiting the [www.georgina.ca/careers](http://www.georgina.ca/careers) no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

**Please note that the Town requires that all newly hired employees be fully vaccinated against COVID-19 as a condition of employment and provide proof of full vaccination, or provide proof of a bona fide human rights based or medical exemption on a form issued from and approved by the Town.**

### **Committed to diversity and a barrier-free environment**

The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated.

**We thank all candidates for their interest, however only those being considered will be contacted.**

*Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Manager, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1 (905) 476-4301*