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Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Administrator, Government Relations and Advisor

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$85,251.00 to \$106,563.89

Closing Deadline: July 21, 2025

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

This Administrator, Government Relations and Advisor position is responsible for the day-to-day operation and administration of the Office of the Mayor. This role provides direct executive administrative support, including offering political acumen and insight on current issues to support the Office of the Mayor. This position is also responsible for extensive senior-level communication initiatives and actions to ensure all parties are informed of emerging concerns in a constantly changing political landscape, priorities, and issues. This role further develops and builds relationships through communications with various levels of governments, agencies, and the broader community, ensuring that issues are appropriately referred to the Mayor. Additionally, the position is responsible for maintaining a strong social media presence, vetting documents and communiques on behalf of the Mayor in collaboration with Corporate Communications, as applicable, and employs appropriate protocols to ensure effective public relations.

Responsibilities

This role will be responsible for a wide range of tasks, including but not limited to the following:

Executive Support

- Oversees executive office operations and provides strategic counsel and executive support to the Mayor.
- Acts as a trusted advisor, delivering high-level guidance to the Mayor, and Council and resolves matters escalated to the Mayor by coordinating with the CAO, Directors, or relevant staff, ensuring policy alignment and effective issue referral.
- Answers, screens and redirects all incoming calls including logging telephone calls, researching and replying to inquiries in a timely manner, resolving minor problems, providing pertinent information on major issues/problems and escalates as appropriate.
- Provides executive-level administrative support, including scheduling, calendar management, coordinating meetings and events for the Mayor, ordering food and/or refreshments for meetings of Council, etc.
- Provides streamlined operations within the Office of the Mayor, ensuring consistency in processes and procedures.
- Oversees research, data analysis, and reporting from town departments, other municipalities, and government agencies, providing actionable recommendations to the Mayor.
- Reviews annual departmental budget for the Office of the Mayor including managing budget allocations, and inputs estimates into the financial system.

Government & External Relations

- Serves as a key liaison, building and maintaining collaborative relationships with municipal, provincial, and federal officials, as well as community and business leaders. Monitors political and media landscapes to identify and prioritize issues for the Mayor's attention, maintaining confidentiality and trust.
- Cultivates strategic intergovernmental and community networks through proactive engagement with interested parties, promoting mutual interests and fostering cooperative partnerships. Represents the Office of the Mayor in public-facing roles, enhancing visibility and rapport with residents, businesses, and municipal partners.
- Strengthens community ties to support exceptional service delivery for residents. Keeps the Mayor informed of critical issues and engages courteously and efficiently with the public, residents and local business groups to address concerns and promote Town initiatives.
- Provides a high standard of customer service and public relations services for the Office of the Mayor and portrays a positive image of the office; and arranges for and periodically conducts tours of Town Hall in the Mayor's absence.

Special Projects & Committee

- Leads or provides support for the planning and execution of special projects, events held by the Mayor, e.g. the Mayor's Charity Golf Classic, and recognition programs, ensuring alignment with the Mayor's objectives and community priorities.
- Participates in or leads committees and task forces as assigned, coordinating logistics and providing strategic support to ensure successful outcomes, including the Golf Classic Fund Committee.

Meeting Support

- Prepares and reviews agendas, reports, and briefing materials for the Mayor's use at Regional Council and Town Committee and Council meetings.
- Conducts research by gathering and retrieving pertinent information from files, reports, Committee and Council minutes, other departments and municipalities, levels of government, through utilization of the internet, conducting surveys, reviewing and analyzing statistics and publications; and preparing charts, drafts and/or summaries.
- Attends Committee, Council and other meetings with other levels of government or outside agencies, when requested, assisting the Mayor through the provision of information and recording notes or formal minutes and/or represents the Office of the Mayor as appropriate.
- Serves as a link between members of Council, CAO, senior management, and residents/associations/businesses. Regular contact with members of Council and ensures relevant information flows through to appropriate parties, as necessary.

Qualifications

- Post-secondary degree in Business, Public Relations, Political Science, Communications or related field.
- Five (5) to seven (7) years of demonstrated communications or public relations experience within a public sector municipal environment or related field, or equivalent combination of experience and knowledge.
- Significant experience working for elected officials or public sector senior executives at a senior level is preferred.
- Demonstrated skills in public/government relations, networking skills, and a focus on extensive communications, social media presence and writing experience; ability to provide executive support and apply knowledge of protocols of an executive office.
- Solid understanding of work within the political landscape to build and maintain political contacts, networks to keep a pulse on critical emerging issues. Knowledge of local municipal perspective and municipal services.
- Proven judgement and political acuity to handle complex and politically sensitive issues in a dynamic municipal environment, work in collaboration with Council and elected officials; analyze emerging issues, determine priorities, and provide recommendations, problem resolution, options, or identified opportunities.

- Proficiency in the operation of MS Office applications, spreadsheets, social media platforms, scheduling, and desktop publishing applications.
- Thorough working knowledge and demonstrated experience in executive administration.
- Demonstrated ability to work independently with applied skills in problem solving, decision making within a political and highly confidential environment.
- Excellent analytical, research, interpersonal, public/media relations, organizational adaptability, multitasking, and public speaking skills.
- Class "G" Driver's License in good standing and a reliable vehicle to use on corporate business.
- Ability to work evenings, weekends and attend overnight events as required.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, Working for Workers Four Act, 2024, in order to protect the rights and privacy of all applicants.