



Position Details

Position:	Executive Assistant - Operations
Employee Group:	Full-Time Non-Union Contract Position
Term of Employment:	15 Months June 2019 – September 2020 (approximately)
Reports to:	Director of Operations
Hours:	35 hours per week
Posting Duration:	April 23, 2019 – May 15, 2019

Position Description

- Provides administrative support to the Operations Department:
 - Supports the Director of Operations by providing administrative services regarding Public Works, Waste Collection, Arena, Marina, Water Department and Crossing Guards, Walker House
 - Codes all Operations invoices and tracks department Capital and Operating budgets
 - Assists with the facilitation of work order management system
 - Administration of the Town's GIS system
 - Administration of the Town's GPS system
 - Assists with the Joint Health and Safety Committee

- Provides administrative support to the Parks, Recreation & Tourism Department:
 - Supports the Parks, Recreation & Tourism Department with administrative duties concerning parks, recreational programming, and tourism activities and promotion
 - Supports the Coordinator, Tourism & Recreation with event management and community relations
 - Codes all Parks, Recreation & Tourism invoices and tracks department budgets

- Assists with updates to the Town's website
- Assists with Social Media (Facebook, Twitter, Instagram)
- Assists with grant writing/sourcing
- Other duties as assigned



Knowledge and Experience

- Post Secondary education in business administration, or equivalent education and/or experience.
- Minimum of 3 years of relevant experience
- Municipal Administration Program (MAP), AMCTO, considered an asset

Skills and Abilities

- Strong communication and interpersonal skills
- Highly organized, with the ability to multi-task and meet changing deadlines
- Proficient in Microsoft Office software applications including Excel, Word, and PowerPoint
- Ability to work outside normal working hours on occasion
- Reliable transportation and the ability to travel on occasion

The Corporation of the Town of Prescott is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants are requested to make their needs known in advance.

Successful applicants will be required to provide the Employer with a Criminal Record Check, including Vulnerable Sector where required.

Thank you for your interest in this position. Only those to be interviewed will be contacted.