



1 year Contract – 35 hours per week
Executive Assistant – Chief Librarian/CEO/Community Transformation Strategist

In all we do, we have the freedom to be our best self, belong, excel....

As a member of our collaborative Library and Town team and working cross-functionally, the Executive Assistant will be responsible for providing confidential administrative and file related assistance to the Chief Librarian/CEO/ Community Transformation Strategist (the CEO) and associated team members as assigned.

You will draft business correspondence, staff reports, employment and other legal documents under the supervision and guidance of the CEO; maintain the CEO's calendar and coordinate meetings, assist with service area budgets as assigned and champion the records management program for the service area. In a customer-focused environment, you will foster positive relationships as the first point of contact for internal and external stakeholders and commit to timely follow-up on concerns/inquiries.

You are a dynamic self-starter who thrives in a team-based environment and wants to make a meaningful contribution. Your Community College diploma in Business Administration, Public Administration or a related discipline is complemented by at least five years' experience in an executive administrative capacity preferably in a municipality, public library, public sector or law office environment. Excellent computer skills, strong interpersonal and project/time management skills as well as problem solving skills are required. A valid Class "G" driver's licence in good standing and a reliable vehicle to use on corporate business is required as is the ability to work under pressure to accommodate deadlines and/or peak workloads, and attend evening and weekend meetings/events.

Compensation: The salary range for this position is \$30.89 to \$36.34 per hour.

To apply, please forward your resume in confidence, quoting file# **EXE-01-17 by March 31, 2017** to jobs@innisfilidealab.ca

We will also accept your application by mail:

Innisfil Library & ideaLAB
967 Innisfil Beach Road, Innisfil, ON L9S 1V3

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*.

Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation, please contact the Chief Librarian/CEO.