

EMPLOYMENT OPPORTUNITY

Executive Assistant to the General Manager(s)

Permanent Full-Time | Internal & External
Competition No: 2025-1015

✉ rdncareers@rdn.bc.ca

🌐 www.rdn.bc.ca

SKILLS & ABILITIES

- Excellent interpersonal, written and verbal communication skills are essential.
- Exceptional ability to manage and prioritize multiple requests and timelines to meet required deadlines and objectives.
- Technological acumen and proficiency in Microsoft Office Suite including Word, Excel, Teams and PowerPoint.
- Ability to maintain strict confidentiality of sensitive matters and exercise extreme judgement and discretion.

APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1015 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 p.m., on January 31, 2025.**

Date posted: January 17, 2025

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.



ABOUT THE ROLE

The Regional District of Nanaimo (RDN) is seeking a permanent full-time Executive Assistant to the General Manager(s) based at the RDN Administration Building.

The Executive Assistant supports the work of the RDN's general managers through the coordination of process and administration functions relating to the assigned office(s) including projects and activities of a highly sensitive nature. This position also provides support to the divisions' management teams with support, as required, to the Chief Administration Officer's office in meeting corporate and departmental goals and objectives.

QUALIFICATIONS

Diploma in public administration, business administration or related program plus five years administrative experience in a local government. A Certificate in Local Government Administration with working knowledge of the *Local Government Act* and the *Freedom of Information and Protection of Privacy Act* are assets. Experience working in a political environment with senior staff and elected officials is preferred. An equivalent combination of training, education and experience may be considered.

POSITION DETAILS

This is a permanent full-time Exempt position offering 35 hours of work per week with a salary range of \$80,733 to \$89,703 as well as a competitive benefits package.

A Criminal Record Check is required as a condition of employment with the Regional District of Nanaimo.

POSITION TITLE: Executive Assistant to the General Manager(s)

REPORTS TO: Executive Coordinator

DIRECT REPORTS: N/A

POSITION SUMMARY

The Executive Assistant supports the work of the Regional District of Nanaimo's general managers through the coordination of process and administration functions relating to the assigned office(s) including projects and activities of a highly sensitive nature. This position also provides support to the divisions' management teams with support, as required, to the Chief Administration Officer's office in meeting corporate and departmental goals and objectives.

PRIMARY DUTIES AND RESPONSIBILITIES

- Provides confidential senior administrative support including composing correspondence and reports, arranging meetings, conducting research, and taking on special projects.
- Assists with the development and coordination of Board and Committee reports, including In Camera reports, grant proposals, procurement documents, contract administration and agreements.
- Drafts correspondence for the signature of the Chair as per Board direction or tracks progress of correspondence drafted for the Chair by other staff and coordinates review and signing by the Chair.
- Reviews and manages correspondence directed to the General Managers and determines issues and situations of priority or urgent nature.
- Provides financial support services by assisting in the preparation of departmental budgets; entering data in a computerized integrated accounting system (FMW); reviews monthly revenue and expenditure reports; processes and codes invoices, obtaining appropriate signing authority.
- Collaborates with administrative support staff and leadership to establish and implement administrative program goals and new or revised office operations, systems and procedures for increased efficiency of departmental and support services.
- Coordinates and facilitates special projects including managing and coordinating the administrative, financial and operational details of the projects. Prepares status reports for the General Manager as required.
- Assists management staff to develop and implement appropriate performance metrics for the Department, analyzes data, assesses implications and advises and recommends solutions; manages standard metrics reporting and adjusts metrics as required.
- Collaborates with the Business Analyst position on technological solutions and makes recommendations in written and/or presentation form to the general manager or senior managers as required. Prepares and assist with the community, Committee and Board presentations for the General Managers.
- Assists administrative staff with coordination of Committee, Commission, interagency meetings, agendas, and minutes.
- Prepares minutes and follow-up items as required and monitors adherence to timelines for the General Managers. Tracks departmental deadlines on behalf of the General Managers, including Committee and Board reports.
- Monitors and updates Board resolutions and works with the senior leadership team on implementation of Board directives.
- Assist administrative staff in managing paper and electronic records, including confidential documents, for the General Managers and senior management staff where required.
- Liaises with consultants, elected officials, staff, and members of the public as required.
- Organizes various RDN events, meetings, forums and ceremonies as required.

- Conducts background research and assembles information for various reports and projects for the General Managers and for the service areas. Prepares related reports and presentation information as required.
- Participates in the RDN's Emergency Operations Centre (EOC) as required.
- Reviews, adheres to, and directs the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Provides back up to the Executive Coordinator to the Chief Administrative Officer as required.
- Performs other related duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- Diploma in public administration, business administration or related program.
- Five years administrative experience in a local government.
- Certificate in Local Government Administration with working knowledge of the *Local Government Act* and the *Freedom of Information and Protection of Privacy Act* are assets.
- Experience working in a political environment with senior staff and elected officials is preferred.
- An equivalent combination of training, education and experience may be considered.

REQUIRED SKILLS AND ABILITIES

- Excellent interpersonal, written and verbal communication skills are essential.
- Knowledge and familiarity with the operation of Boards and committees.
- Knowledge of contract administration and procurement practices.
- Ability to establish and maintain courteous, tactful, diplomatic working relationships with other employees, the general public, stakeholders, consultants and Regional Board Directors.
- Exceptional ability to manage and prioritize multiple requests and timelines to meet required deadlines and objectives.
- Ability to maintain strict confidentiality of sensitive matters and exercise extreme judgement and discretion.
- Technological acumen and proficiency in Microsoft Office Suite including Word, Excel, Teams and PowerPoint.
- Knowledge of SharePoint an asset.
- Knowledge of records management systems.

Date Approved: January 16, 2025