



EXECUTIVE COORDINATOR JOB DESCRIPTION

EXECUTIVE DUTIES

Reporting to the Chief Administrative Officer (CAO), this position:

1. Promotes, in consultation with the CAO and senior staff, the City's vision to advance key corporate priorities through monitoring and evaluating the progress of Council's strategic plan;
2. Maintains a high degree of confidentiality in matters of a sensitive, political, or controversial nature;
3. Interacts with representatives of the provincial and federal government, local governments, First Nations, boards, commissions, and the public in a professional manner;
4. Schedules appointments and responds to enquiries for the CAO as requested;
5. Reviews and follows up on Council's Action Items assigned to staff, assisting whenever possible to close the items;
6. Coordinate updates from Departments on City initiatives and prepare the draft report from the CAO for each regular Council Meeting;
7. Prepare a monthly confidential synopsis for Council of the CAO's work;
8. Act as the key aide to the CAO for confidential Human Resource (HR) matters, including but not limited to correspondence, research, and recordkeeping relating to discipline, grievances, labour relations, recruitment, termination, and bargaining;
9. Organizes regular meetings of the Management Team;
10. Conducts research assignments, undertakes special projects, and assists the CAO in the development of policies and reports;
11. Coordinates meetings requested by the CAO, prepares agendas, records minutes, and liaises with attendees as required;
12. Coordinates updates to leases and other agreements for the City as required;
13. Coordinates travel and meeting plans, including conference and registrations for the CAO;
14. Coordinates conference registrations for the Mayor and Councillors with the support of the Corporate Services Coordinator;
15. Ordering meals and refreshments for meetings;
16. Distribute a weekly summary of correspondence and upcoming events to Mayor, Council and senior staff.
17. Demonstrates considerable independence of action and judgment in organizing work routines;
18. Reviews, coordinates, distributes, and responds to incoming email for the City's general inbox and online complaints system;

19. Assists with arranging civic functions, receptions, and celebrations on behalf of the City;
20. Assists with the video recordings, editing and broadcasting of Council meetings and other meetings as necessary in the absence of the Corporate Services Coordinator; and
21. Other duties as assigned.

Records Management

Under general supervision of the Corporate Services Department, this position:

1. Plans, coordinates, and provides administrative support in the development, implementation, and on-going maintenance of official City records;
2. Provides records management advice to City departments;
3. Performs records classification, cross-referencing, organizing, and maintenance by following applicable records management protocols and guidelines;
4. Provides electronic and paper document and records management system support and advises staff where to find specific information;
5. Labels, prepares, records, and transfers information files according to established records management life-cycle procedures and schedules, including boxing the permanent files and those slated for destruction in accordance with the City's Records Management Bylaw, policies, and the Local Government Management Association (LGMA) Records and Information Management Manual; and
6. Organizes and maps the storage of permanent and other boxes in the storage area.