

**CITIZENS FIRST THROUGH SERVICE EXCELLENCE**

*We have an exciting Permanent Full-Time Non-Unionized opportunity in the By-Law and Compliance, Licensing and Permit Services Department for an experienced and motivated individual.*

**Administrative Assistant to the Director  
(FILE #J1124-0259)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

**Responsible for:**

Responsible for providing administrative support and confidential services to maintain efficient operations of the section or division including compiling and preparing correspondence, documents, reports, etc., establishing and maintaining departmental filing systems, monitors the administrative budget; maintains departmental attendance and activity records. Exercises sound judgment to resolve matters which may be political and sensitive in nature. Coordinates the Director's and department staff meetings/schedules/training; research and compiles background information; arranges meetings and appointments; takes formal minutes at meetings; maintains office administration and records management processes and procedures; responds to and/or redirects inquiries/communications; and completes special projects, as assigned.

**Qualifications and experience:**

- Community College Diploma in Business or Public Administration or suitable equivalent.
- Minimum of three (3) years of administrative experience preferably in a municipal environment and at least two (2) years providing support to senior and/or executive level management with emphasis on determining priorities and organizing activities of a diverse work assignment.
- Demonstrated experience in organizing meetings, including preparation of agendas, taking minutes, documentation and circulation of minutes with attention to detail and accuracy.
- Thorough working knowledge of Microsoft Office applications (i.e. Word, Excel, PowerPoint, Excel, Project, etc.), coupled with proficient and accurate keyboarding skills.
- Excellent communication skills, both oral and written including drafting correspondence, presentations, media items and reports. Demonstrated ability to research and gather information.
- Effective time management, organizational and interpersonal skills with ability to set priorities and meet required deadlines with conflicting demands and changing priorities coupled with problem solving and analytical skills.
- Knowledge of, and demonstrated ability in, the City's core competencies and functional core competencies.
- Ability to deal effectively and courteously with internal staff, consultants, the public and other government agencies.
- Flexible to work outside regular business hours, as required.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please apply on or before **Monday November 25<sup>th</sup>** at: [City of Vaughan - Administrative Assistant to the Director](#)

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions.

*The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*