



Executive Assistant

Tay Township - Employment Opportunity

Full-Time, Permanent Position (On-Site)

The Township of Tay, located on the vibrant sunset shores of Georgian Bay, is seeking an individual who thrives in a culture of collaboration and progression to join #TeamTay as an Executive Assistant. This opportunity has become available due to an upcoming retirement. The ideal candidate is adaptable, forward-thinking, and committed to making a positive impact both within the organization and across the community. If you are passionate about providing the very best in municipal service delivery and are looking for a place to challenge yourself and grow, we invite you to explore this opportunity to build your career with the Township of Tay.

Reporting to the Chief Administrative Officer/Deputy Clerk, the Executive Assistant provides direct, executive administrative support and research assistance to the CAO, Mayor and Council, and Communications support to the Communications and Technology Services Division.

Key Qualifications

- Completion of post-secondary education from an accredited educational institution, in Business and/or Office Administration, or another relevant discipline.
- Five (5) to seven (7) years of related, progressive work experience, providing executive-level support, preferably in a municipal or public sector environment.
- Experience with web writing and online content management as well as developing and implementing effective social media strategies is considered an asset.
- Advanced computer skills, including document management, word processing, spreadsheet, and presentation software, internet and e-mail programs and related office equipment; internet-based research proficiency is essential.
- Excellent and concise writing and report writing skills with a prominent level of accuracy; exemplary proofreading skills and careful attention to detail.
- Must possess and exercise exemplary oral communication skills as well as an effective presentation style and method; advanced analytical, organizational, and research skills, with the ability to problem solve.

The compensation range for this Full-Time, Permanent position is \$32.20 to \$37.66 per hour with a 35-hour regular work week.

Join #TeamTay today and help transform the way local government connects with the community it serves.

Why Join #TeamTay?

- Competitive Compensation and Benefits Package
- OMERS Pension
- Collaborative and Welcoming Environment
- Live and Work on Georgian Bay
- Learning and Development Opportunities
- Staff Celebrations and Events



Interested applicants are encouraged to do the following:

1. Reference the complete position description, including comprehensive qualifications available on the Tay Township website – www.tay.ca/jobs
2. Please submit a **(1) Cover Letter** and **(2) Resume** via email by **4:00 p.m., Monday, October 27, 2025**, to the attention of Human Resources (HR@Tay.ca).

Application Notes:

- Please reference **2025-017** within the email subject line.
- Please indicate how you heard about this opportunity within your application.

Click Here to Apply Now!

We appreciate the interest of all applicants, however, only those candidates selected for consideration will be contacted. Only applications submitted through email communication will be accepted. Applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used to determine eligibility for potential employment. Tay Township is an inclusive employer committed to providing a fully accessible recruitment process. Please contact us during the recruitment process and let us know what accessible support you may need.

Posted: 2025-10-06



POSITION DESCRIPTION TAY TOWNSHIP

Position Title: Executive Assistant	
Position Classification: Administration Staff	Pay Band: 4
Department/Division: Corporate Services	Reports to (Directly): Chief Administrative Officer/Deputy Clerk
Direct Reports: None	Indirect Reports: None
Revision Date (s): September 2025; June 2024; August 2023; December 2022; August 2021; July 2018	Hours Per Week: 35

Position Summary:

Reporting to the Chief Administrative Officer/Deputy Clerk ("CAO"), or their designate, the Executive Assistant provides direct, executive administrative support and research assistance to the CAO, Mayor and Council, and Communications support to the Communications and Technology Services Division.

Responsibilities:

1. Provides direct, executive administrative support to the CAO, and the Mayor and Council, assisting with the research, composition, preparation, and proofreading of agendas, reports, meeting minutes, correspondence, and presentations, including those of a sensitive and confidential nature, using Microsoft Office programs and other related programs and databases, as required.
2. Creates Township Communications content and materials (i.e., monthly newsletter, News and Notices) and posts content to social media, under the creative direction of and in coordination with the Manager of Communications and Technology Services; ensures content/information is consistent, timely, accurate, clear, objective, and complete.
3. Researches and gathers information, prepares fact sheets, key messages, and backgrounders for media releases, website content and other corporate

materials; proofreads and copy-edits material for publication from other departments/divisions.

4. Responds to, or re-routes where appropriate, public inquiries via the Township website, social media, telephone, correspondence, and in-person.
5. Liaises between the CAO and internal and external contacts, working collaboratively to ensure the overall efficient and effective functioning of the CAO's office as well as Mayor and Council matters.
6. In consultation with the CAO, assists in managing the calendars of the CAO, Mayor, and Council, by coordinating and scheduling appointments, meetings, and events, ensuring all logistical arrangements are finalized and confirmed.
7. Coordinates and prepares proclamations, flag raisings, awards and certificates for special occasions and commemorations; coordinates the Citizen of the Year program.
8. Coordinates the grant and subsidy application process for the Township; researches, identifies, prepares, and submits grant applications for the Township in collaboration with the related department/division and the Financial Analyst.
9. Acts as divisional records management champion; manages documents in accordance with the Township's Records and Information Management (RIM) system and The Ontario Municipal Records Management System (TOMRMS), including ensuring that confidential information (property owners, staff, and confidential matters) remains secure.
10. Maintains Corporate Policy Manual working with related division(s) as applicable; completes policy reviews; ensures policies are up-to-date based on current requirements, distributed, and documented and those obsolete policies are retained as required.
11. Prepares/processes credit card reconciliation and expense reports for the CAO, the Mayor and Council, as well as Executive Assistant expenses, as required.
12. Obtains quotes, identifies vendors, and selects and purchases office supplies for the Township; processes and submits invoices for the CAO, the Mayor and Council, as required.
13. Coordinates preparation activities for the annual budget process by compiling information and creating necessary documentation as assigned; assists with monitoring of budget variance reporting; tracks departmental expenditures and alerts the CAO, as required.
14. Supports the CAO with the management of insurance claim files and policies for the Township, and acts as liaison between Staff, insurers, and adjusters as required.
15. Maintains and updates webpages, as they relate to the CAO, and the Mayor and Council, and Communications and Technology Services as required.
16. Supports the coordination and execution of Council Corporate events such as Council Inaugural and Council Orientation, etc. in collaboration with Legislative

Services.

17. Supports the coordination and execution of Council Charity events (i.e., golf tournament) in collaboration with the Manager of Communications and Technology Services, and assistance/input from other applicable Staff, as required.
18. Supports the execution of Staff events and staff engagement initiatives in collaboration with Human Resources, as required.
19. Coordinates refreshments and meals (i.e., arranging catering) for Council and community meetings, as required.
20. Provides front-counter backup support for other administrative team members as required.
21. Models the Township's values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think administrative practices and identify initiatives that can deliver greater benefit for Tay community members.
22. Maintains a high degree of confidentiality and security of information; where information is developed before Staff/Public release, ensures the confidentiality of information produced.
23. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures, and best practices.
24. Performs other related tasks and functions as assigned that are required or determined by the Township's requirements relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications:

Education, Certifications, and Training

- ❑ Completion of post-secondary education from an accredited educational institution, in Business and/or Office Administration, or another relevant discipline.
- ❑ Class 'G' driver's license in good standing.
- ❑ Commitment to continuing education and professional development; willing to attend conferences, courses and seminars as required, some of which may require overnight accommodation.

Experience

- ❑ Five (5) to seven (7) years of related, progressive work experience, providing executive-level support, preferably in a municipal or public sector

environment.

- ❑ Experience in records information management working with Laserfiche, and/or other records information management software; experience working according to The Ontario Municipal Records Management System (TOMRMS) is considered an asset.
- ❑ Experience with web writing and online content management as well as developing and implementing effective social media strategies is considered an asset.
- ❑ Experience in the use of the following programs/software or similar is considered an asset:
 - Microsoft 365 Applications
 - Canva
 - Hootsuite
 - Laserfiche
 - UMBRACO

Knowledge

- ❑ Knowledge of local government functions and responsibilities and applicable acts and federal, provincial, and municipal legislation applicable to municipalities, is considered an asset.

Skills and Competencies

- ❑ Advanced computer skills, including document management, word processing, spreadsheet, and presentation software, internet and e-mail programs and related office equipment; internet-based research proficiency is essential.
- ❑ Proficiency and skill in copywriting, graphic design, social media content management, and website design and maintenance are considered an asset.
- ❑ Excellent and concise writing and report writing skills with a prominent level of accuracy; exemplary proofreading skills and careful attention to detail.
- ❑ Must possess and exercise exemplary oral communication skills as well as an effective presentation style and method; advanced analytical, organizational, and research skills, with the ability to problem solve.
- ❑ Developed acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public with the ability to always exercise integrity, tact, and good judgement.
- ❑ Well organized, flexible, and able to deal with multiple priorities; organizes own time effectively, prioritizes appropriately, prepares in advance, and sets realistic timeframes; ensures all activities and resources are utilized efficiently and effectively, and monitors progress toward operational or strategic objectives; ability to prioritize workload considering competing interests, and adapts readily to rapidly changing demands, circumstances, and deadlines.

- ❑ Comfortable with innovative ideas and has the curiosity to seek new opportunities and implement change; self-assured and confident; driven towards results while constantly problem-solving and learning; recognizes and adapts to evolving conditions; translates knowledge and ideas into action and tangible and measurable outcomes.
- ❑ Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- ❑ Collaborative team player focused on practical, timely solutions; demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders; establishes and maintains effective working relationships with the Public, Staff, and the Leadership Team.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.

Effort, Physical Demands and Working Conditions:

- ❑ Regular workweek – 35 hours; occasional requirement to attend evening Council meetings and events/meetings outside of the regular workweek; attendance/response may be required in the event of emergencies or critical situations requiring an immediate response in accordance with Township policy.
- ❑ Performance of duties normally takes place in an indoor, office environment; environments also include out-of-office events/meetings; required to occasionally attend conferences, events, meetings, and/or training, at locations outside of Tay Township, that may require overnight accommodation.
- ❑ Position involves physical efforts of sitting, standing, walking, and prolonged computer/office equipment use.
- ❑ Position requires the ability to lift and carry up to 30 lbs, primarily to transport record boxes.
- ❑ Position involves mental and visual concentration with close attention to detail, including reading, analyzing, writing, providing, and presenting information, balancing multiple demands, dealing with interruptions/distractions, and addressing evolving and tight deadlines.
- ❑ Position requires accuracy and the analysis of information to interpret trends of results and accountability for quality and timeliness of work and reliability in achieving results; There is an opportunity for autonomy, independent judgement, initiative and creativity, and original research; accountability for quality and timeliness of work and reliability in achieving excellent results.
- ❑ Problem-solving/decision-making efforts and responsibilities include a degree of analysis; decisions are to be made within the corporate mandate by following methods, guidelines, policies, or procedures; position requires confidentiality and discretion in many aspects of the work.

Employment Conditions:

- Satisfactory Criminal Record and Judicial Matters Check (CRJMC) provided via the Ontario Provincial Police.