

Position Posting

**Executive Assistant, Community Development Services
(1 Position Available)**

Term of Employment:	Full-Time, Continuing
Rate of Pay:	Out-of-Scope, Band 3
Current Location:	Cenovus Energy Hub
Position Summary:	<p>Reporting to the Executive Manager, Community Development Services, the Executive Assistant (EA) will provide confidential administrative support to assist with the department. This position is fast paced, requiring an extraordinary number of skills displayed in a quick time. Processing information with a dedication to accuracy, along with making quick and effective decisions. Proactively supports and drives the organizations and Executive Managers objectives, goals and priorities.</p> <p>Duties</p> <ul style="list-style-type: none">• Manages all workflow through the Executive Manager’s Office and coordinates workflow among the department managers within the service area.• Anticipates needs in the service area and for the Executive Manager by connecting and making sense of diverse information arising from multiple sources.• Identifies strategies, gains approval and leads implementation of administrative process improvements within the Department.• Maintains and oversees service area Council reports and financial reporting, addressing concerns and problem-solving with appropriate staff, prior to Executive Managers review and approval.• Redrafts and/or provides editorial suggestions to authors of Council reports or briefing documents to enhance format, grammar and content ensuring all documentation moving forward from the service area to City Council are submitted with clear and concise messaging on time and in the proper format.• Researches, prepares and processes clear concise detailed briefing material, reports and letters for the Executive Manager, elected officials and others as required.• Research and draft service area policies, bylaws and procedures for presentation to ELT and adoption by City Council.• Support the execution of external agency relationships and service agreements.• Coordinates and is available to attend service area Department Manager meetings as well as other meetings and virtual meetings. Typical duties in this regard include development and distribution of accurate and timely agendas and minutes, presentation material preparation, arranging meeting logistics and completing follow-up actions.• Prioritizes and coordinates the Executive Manager’s schedule, setting priorities, and scheduling meetings including completing travel arrangements for efficiency in a fast paced and complex working environment, avoiding meeting conflicts.• Provide support to drafting and managing external partnership agreements and contracts for the Executive Manager and department.

	<ul style="list-style-type: none"> • Provide support in drafting tender documents for the Executive Manager and department. • Actively participates and contributes as team member with other Executive Assistants by freely sharing information and ideas and assisting with coverage items when required. • Support and provide leadership to Department administrative assistants to ensure service area consistency and collaboration. • Provide organizational systems training and support to service area administrative assistants and managers as required. • Using good judgement, ensures timely and accurate follow-up within the service area regarding internal and external issues and public inquiries. • Prepares reports for Council as required. • Demonstrates adaptive knowledge and reliable application of City procedures and policies. • Coordinates meetings and timelines between the Executive Manager and their direct reports related to job planning, performance management, priority planning and regular/emergent 1-1 meetings. • Assists with monthly purchasing card reconciliation in the Service Area and prepares travel and expense claims for the Executive Manager. • Process and manage invoices related to service area, the Executive Managers office and special projects as required. • Maintains accurate and updated physical and electronic filing to store service area documentation for easy and efficient retrieval as well as data entry, copying, scanning, filing etc. • Work with the Executive Manager to develop and manage the business plan and operating budget for the Executive Manager’s office and departments across the service area. • Manages special projects and/or participates in various corporate initiatives as required by the Executive Manager. • Actively participate in the City wide safety program. <p>Other</p> <ul style="list-style-type: none"> • Other related duties as required.
<p>Qualifications:</p>	<ul style="list-style-type: none"> • Completion of a two-year Post-Secondary Diploma in: Business Administration, or a related field from a recognized institution. • A minimum of five years’ progressive work experience in an administrative or executive environment. • Prior experience in a Municipal setting would be considered an asset. • Advanced computer skills including areas in Microsoft Suite such as Microsoft Outlook, Word, Excel, PowerPoint, SharePoint, Teams, and Visio are essential. • Ability to maintain a high degree of ethics, discretion and confidentiality. • Strong knowledge of governance and administrative procedures. • Strong organizational, verbal and written communication skills including strong minute taking skills. • Intermediate knowledge of budgets and financial management. • Ability to anticipate needs and take initiative. • Ability to demonstrate professionalism, discretion, courtesy and respect in all interactions.

	<ul style="list-style-type: none"> • Strong time management skills with the ability to prioritize daily tasks and projects. • Proven leadership, facilitation, project management and team building skills in a large, diverse and demanding work environment. • Demonstrated strong relationship building skills. • Self-motivated to meet deadlines with flexibility and adaptability to manage changing priorities. • Shows a team player attitude, creates a working environment conducive to team achievement, productivity and competence with colleagues, executives, City Council and management. • Excellent interpersonal skills that contributes to working effectively in a diverse working environment. • Valid Class 5 Driver’s License registered in Alberta or Saskatchewan with a satisfactory Driver’s Abstract. This position may be required to operate a personal vehicle for business purposes.
Pre-Employment Requirements:	<ul style="list-style-type: none"> • Satisfactory Criminal Record Check. • Successful applicant must provide proof of qualifications. • Applicants with international education will be required to include an Academic Credential Assessment with application.
Schedule:	This position is office based, normal working hours are between 8:00 a.m.-5:00 p.m. with the occasional requirement to work outside these standard hours.
Closing Date:	April 29, 2026
Posting Type:	Internal & External
Application Information:	<p>The City of Lloydminster is an equal opportunity employer. If you have questions or require further information on this position, please feel free to contact us. All applications must be sent to the Employee Relations team and received by the closing date.</p> <p>External Candidates apply at: https://lloydminster.applytojob.com/apply</p>