Employment Opportunity
Permanent-Full-time
Executive Administrator to Mayor & Chief Administrative Officer (CAO)
Salary: $72,582 - $84,911

The Executive Administrator is responsible for providing high level, executive and administrative support to the Mayor and Chief Administrative Officer (CAO).

MAJOR RESPONSIBILITIES

Office of the Mayor:

- Acting as a key contact for the municipality and acting as a liaison between the public and community organizations.
- Managing correspondence, social media, scheduling and interactions with constituents.
- Scheduling Mayor or Councillor participation in special events with organizations.
- Providing support for a variety of administrative tasks, preparing communications/ briefing notes, preparing/editing correspondence for internal/external meetings, events, and presentations (including supporting the Mayor by attending these events), and arranging travel.
- Planning and delivering special events to support the Mayor.

Office of the CAO:

- Serving as a liaison to the Senior Management Team.
- Providing support for a broad variety of administrative tasks to assist the CAO in delivering on Council's priorities.
- Proactively assisting the CAO with prioritization of workload, research, policy advice, and drafting communications on initiatives and policy changes to the organization.
- Undertaking research on issues affecting the organization or public.
- Organizing outreach and external relations efforts.
- Providing functional guidance to other staff based on CAO directions.
- Organizing staff events as required.

Additional Responsibilities:

- Performs executive functions for the Office of the CAO and/or the Office of the Mayor in a highly confidential nature, exercising discretion, tact, and courtesy.
- Compiles information and prepares public statements and briefing notes required for the CAO or Mayor.
- Prepares draft versions of Council reports for the CAO.
- Maintains knowledge and information on current issues to highlight for the CAO.
- Plan and prepare information for meetings involving the Mayor and/or CAO including collecting/assembling background material, agendas, minutes, presentation items and other special requirements as necessary.
- Monitoring the annual budget for the CAO's Office including cashflow projections and budget development. Responsible for expenditures for the CAO's Office.
- Receives and responds to proclamation and flag raising requests, coordinating with the Mayor, Councillors, and staff.
- Provides back-up support as needed for the Municipal Emergency Control Group.
- Participates in committees and corporate projects either as lead, member, or supportive role including as a certified member of the Joint Health and Safety Committee.
- The incumbent should possess a knowledge of municipal government and the ability to apply this knowledge to promote an effective and organized office. This position involves considerable contact with staff, politicians, and the public, which requires a confidential person with strong communication skills, political acumen, and an exceptional work ethic.

- The Executive Administrator must ensure efforts are aligned to support the overall functioning of the Mayor and CAO's offices, which may include attending evening or weekend events, as needed.

QUALIFICATIONS:

- Diploma or Degree in Business Administration or another related diploma/degree.
- Three to five years' experience providing high level administrative support in a private or public sector organization
- An equivalent combination of education and experience will be considered.

SKILLS AND COMPETENCIES REQUIRED:

- Strong decision-making and a proactive approach to problem solving.
- Strong communication skills with the ability to communicate effectively through different mediums.
- Demonstrated ability to work productively and collaboratively with senior management and politicians.
- Excellent office management skills, including calendar management, time management skills, and the ability to meet critical and irregular deadlines.
- Ability to use sound judgement, always maintain discretion and confidentiality and ability to manage multiple priorities from different sources.

Core Competencies:

- Integrity
- Critical thinking
- Adaptability
- Driving continuous improvement
- Solution-oriented
- Communicating effectively
- Serving customers

Technology:

- Advanced level of computer proficiency is mandatory (MS Outlook, Excel, Word).
- Knowledge and skills to incorporate new technology tools required.
- Regular professional development with emphasis on technology.
- Strong organizational and planning skills incorporating current office technology

The successful candidate must provide, prior to commencing employment a satisfactory criminal reference check from a Canadian Police Information Centre.

Please submit your application in writing to Human Resources, resumes@scugog.ca, no later than 4:30 p.m. on **Tuesday November 24, 2026.**

This posting is intended to fill an existing vacancy. Artificial intelligence will not be used to screen, assess, or select applicants for this position.

We thank all applicants and advise that only those selected for an interview will be contacted. Personal Information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection Privacy Act.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).