



Town of Battleford  
Employment Opportunity  
**Town Hall Administration Executive Assistant**

The Town of Battleford is seeking a dedicated and experienced individual to serve as Town Hall Administration Executive Assistant. Non-Union, full-time permanent position. A senior level administration position reporting directly to the Chief Administrative Officer (CAO) and providing dedicated support to the Mayor's Office. This position requires a professional with extensive knowledge of municipal government operations, exceptional organizational and communication skills, proven ability to handle confidential and politically sensitive information with discretion.

**Key Responsibilities:**

- Prepare and distribute Council and Committee meeting agenda packages as per the Municipalities Act and Council Procedures Bylaw.
- Record, transcribe and maintain Council and Committee minutes with accuracy and timeliness.
- Maintain official bylaws, resolutions, policy registers, ensuring all bylaws, contracts, agreements are properly executed and archived.
- Draft, proof and prepare professional correspondence, reports and briefing notes for Council, Administration and external agencies.
- Coordinate Council appointments to boards and committees and maintain accurate records.
- Assist with preparation and publication of public notices, tenders, and advertisements within legislative timelines.
- Maintain accurate and secure filing systems, records and databases.
- Conduct research and compile background materials for Council reports, policy development and communications.
- Support internal and external communications between the CAO's Office, Mayor's Office Council and Staff.
- Adhere to the Town's Code of Conduct, Confidentiality Policy and Non-Disclosure Agreement (NDA).
- Plan and coordinate Town events, receptions and ceremonial functions as directed by the CAO.
- Serve as Commissioner of Oaths when required.
- Aid front-line administrative staff as needed.
- Perform other related duties as assigned by the CAO.

**Qualifications:**

- Minimum five (5) years' experience in municipal government administrative role or an equivalent senior administrative position.
- Post-secondary education in Business or Office Administration, Local Government Administration Certificate from the University of Regina (or equivalent).
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and electronic records management systems.
- Valid Saskatchewan Class 5 Driver's License.
- Must be bondable.
- Self-motivated, reliable and capable of working independently in a fast-paced environment.

**Compensation:**

- Salary Range: \$50,000 - \$70,000 annually
- Benefits:
  - Comprehensive health and dental benefits package
  - MEPP Pension Plan (with employer match)
  - Professional development opportunities
  - Supportive team environment

**Application Details:**

- Interested candidates are invited to submit their resume and cover letter to:  
Town of Battleford  
Landon Chambers, CAO  
Box 40, Battleford, SK. S0M 0E0  
Email: [cao@battleford.ca](mailto:cao@battleford.ca)

Subject Line: Application – Town Hall Administration – Executive Assistant

Only candidates selected for an interview will be contacted.  
This opportunity will remain open until a suitable candidate is found.