

## Municipal Executive Coordinator

Municipality of Brockton

### Task List

**Summary:** Provides administrative and operational support to the Chief Administrative Officer (CAO) to ensure effective coordination of municipal initiatives and delivery of excellent customer service to internal and external stakeholders. The position works collaboratively with the Senior Management Team and staff to support project implementation, economic development initiatives, procurement activities, policy development, and strategic priorities. The role also provides administrative support for Human Resources functions, including recruitment, retention, employee documentation, training coordination, and wellness initiatives.

**Location:** Brockton

**Department:** Administration

**Remote Work:**

**Last Updated:** April 2026

**Supervision:** N/A

**Class:** Full-time, 35 hours per week

**Reports To:** Chief Administrative Officer

Maybe available for this position

## Tasks

### Administration

1. Provides administrative and strategic support to the Chief Administrative Officer (CAO), including meeting preparation, briefing materials, and correspondence.
2. Prepares agendas, meeting materials, minutes, and follow-up actions for committees and corporate initiatives.
3. Supports economic development projects and cross-departmental corporate initiatives in collaboration with staff and leadership.
4. Assists with confidential human resources and administrative matters while maintaining professionalism and discretion.
5. Coordinates schedules, meetings, conference arrangements, and related logistics for the CAO and Council as required.
6. Maintains records management systems, departmental files, and Standard Operating Procedures to support business continuity.
7. Assists with communications, including website updates, social media content, Council correspondence, and public inquiries.
8. Tracks public complaints and feedback, identifies trends, and recommends process improvements to ensure strong customer service-oriented culture.
9. Coordinates timelines, workplans, reporting, and implementation activities for corporate plans and assigned projects.
10. Assists with procurement processes including RFPs, quotations, tenders, invoices, purchase orders, and related documentation.
11. Supports grant writing, applications, coordination, and reporting activities.
12. Provides front counter and phone coverage as assigned and acts as a professional representative of the CAO's office.

### **Communication/Policy/Research**

13. Develops and distributes corporate communications materials related to Strategic Actions, Corporate Plans, municipal initiatives, and Council priorities, including regular updates and annual reports for Council and public information purposes.
14. Designs, writes, edits, and coordinates public-facing and internal communication materials for the CAO, including media releases, advisories, newsletters, brochures, website content, social media content, and other digital or print communications.
15. Prepares communication support materials such as speaking notes, briefing notes, project notices, letters, presentations, and fact sheets.
16. Coordinates the creation of accessible documents and online forms, ensuring compliance with applicable accessibility standards and municipal communication requirements.
17. Provides administrative and logistical support for public relations activities and community engagement events, including attendance at events as required.
18. Conducts research and analysis on municipal policy initiatives, strategic projects, and emerging issues, including preparation of background materials, briefing documents, recommendations, and action plans for Council and senior leadership consideration.
19. Coordinates stakeholder engagement activities related to research and policy initiatives, including gathering information, responding to inquiries, and supporting consultation logistics.
20. Supports the CAO and Senior Management Team in advancing municipal strategic priorities through research, analysis, implementation support, and evaluation of organizational initiatives.
21. Prepares and reviews municipal reports, policies, procedures, and by-laws to support operational and strategic objectives.
22. Supports preparation and coordination of correspondence for the Mayor and CAO, as assigned.

### **Human Resources Support**

23. Provides administrative support to the CAO and Human Resources Generalist in recruitment and retention processes, including document collection, file maintenance, and records administration related to employee onboarding and employment documentation.
24. Assists with the coordination and administration of employee wellness initiatives, recognition activities, and social committee events.
25. Supports employee training administration, including scheduling coordination, tracking, and maintenance of training records and related documentation.
26. Provides administrative support related to union and non-union employee communications, notices, postings, and information collection, as assigned.

### **Other**

27. Provides backup for licencing and Permits as required.
28. Supports the Municipal Election as required.
29. Assists in establishing, maintaining and achieving goals, objectives and work plans.
30. Remains current on and adheres to Municipality of Brockton policies and procedures.
31. Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures
32. Performs other related tasks as assigned by management.

### **Education/Experience/Skills**

1. Post-secondary degree or diploma in Business, Communications, Public Administration, or a related field.
2. Completion of the Association of Municipal Managers, Clerks and Treasurers of Ontario Municipal Administration Program (AMCTO) is considered an asset.

3. Previous experience in local government or a related public sector environment is considered an asset.
4. Demonstrated ability to adapt to changing priorities and deadlines while maintaining a high degree of accuracy and attention to detail.
5. Ability to work collaboratively with team members and staff across departments to support operational efficiency and service continuity.
6. Proficient in Microsoft Office applications, including Word, Excel, Publisher, and PowerPoint, with experience in website content maintenance and digital communications tools. Familiarity with municipal software systems, Keystone, Adobe Acrobat Professional, InDesign, Canva, and social media platforms is considered an asset.
7. Strong verbal and written communication skills, with demonstrated abilities in research, analysis, and report writing.
8. Excellent organizational, prioritization, and time management skills, with the ability to manage multiple tasks and competing demands.
9. Ability to interact professionally with internal and external stakeholders using tact, discretion, and sound judgment.
10. Self-motivated, confident, and able to perform effectively in a fast-paced environment with changing priorities.
11. Ability to work flexible hours, including attendance at evening meetings or events, as required.
12. Valid Class G Driver's Licence.
13. Demonstrated ability to interpret and apply legislation and policies. Knowledge of the Municipal Act, 2001 and familiarity with e-Laws are considered assets.

### **Physical Effort and Working Conditions**

1. Work is primarily performed in a standard office environment with minimal exposure to physical hazards.
2. The position requires sustained concentration, analytical thinking, and the ability to process and interpret a variety of information and tasks simultaneously.
3. Work involves frequent interruptions, competing priorities, and strict deadlines requiring effective time management and adaptability.
4. Some assignments require independent research, problem-solving, and the ability to identify practical solutions.
5. Regular interaction with internal and external stakeholders is required, including responding professionally to inquiries on behalf of the CAO.
6. Hours of work may vary depending on operational requirements, including attendance at evening meetings and community events.
7. The position requires regular use of standard office equipment and sustained manual dexterity for computer and administrative tasks.
8. The role is considered low risk with respect to workplace injury.