



MUNICIPAL POLICY MANUAL

Code Number: 1060

**Category: Management & Organizational
Functions**

ROLE DESCRIPTION
EXECUTIVE SECRETARY TO THE COUNTY
MANAGER

- A. The Executive Secretary shall report directly to the County Manager and take all direction for duties from the County Manager.

The Executive Secretary shall not be in a supervisory role related to any other staff, however the Executive Secretary may delegate certain tasks to other staff with the approval of the County Manager.

B. Duties & Responsibilities

1. Preparation and Distribution of Minutes and Agendas.
 - To attend all meetings of County Council, Public Works Committee and other committees as directed and record the proceedings of such meetings in an orderly and concise manner.
 - To prepare minutes of the meetings for approval of the County Manager as soon as possible after each meeting and then to distribute these minutes to Council and department heads.
 - To prepare an action list immediately following each meeting and review this action list with the County Manager prior to distribution.
 - To update and keep current all minute books and by-law books and to request that appropriate signing authorities execute these documents on a regular basis.
2. Preparation and Distribution of Correspondence.
 - To monitor all action items from each meeting and, upon the direction of the County Manager, prepare correspondence arising from each action item.
 - To ensure that copies of all correspondence under the signature of the County Manager is correctly filed in the Central Filing System.
 - To type and distribute all other memos, reports, letters and documents as requested by the County Manager.

Effective

Policy Date: 89/05/05

Reference: P #8697

Revision: 99/09/30



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Role Description - Executive Secretary (Continued)

3. Administrative and Legislative Functions

- To carry out appropriate advertising, notifications and approvals for by-laws as directed by the County Manager.
- To assist in the preparation of various reports as directed by the County Manager.

4. Public Liaison

- To respond to inquires for information on municipal matters from ratepayers, government departments or other bodies. To direct inquiries to the appropriate person or department when the request is beyond the scope of the Executive Secretary's authority. Judgment will be required here.
- To keep the County Manager informed regarding public inquiries and other calls handled by the Executive Secretary.
- To make sure that elected officials are aware of all Council, Public Works and committee meetings as well as conventions and other functions.
- To provide information and feedback to departmental managers and to act as a liaison between these managers and the County Manager.

Effective

Policy Date: 89/05/05

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