
Position Title:	Executive Assistant/ATIPP Clerk
Competition Number:	2026-49
Salary:	\$50,978.07 – 67,970.76
Classification:	Non Union/Management
Closing Date:	This position will remain open until a suitable candidate is found.

The City of Corner Brook is presently accepting applications for the position of **Executive Assistant/ATIPP Clerk** within the **City Manager/City Clerk's Office**.

Reporting to the City Manager, the Executive Assistant/ATIPP Clerk provides confidential executive administrative, legislative and information-management support to the City Manager/City Clerk's Office. This position is responsible for coordinating priorities, correspondence, schedules, meetings, events, briefing materials and follow-up activities, as well as representing the City Manager, as assigned, at internal and external meetings, committees, events and stakeholder engagements. The position will communicate approved direction on behalf of the City Manager, gather and report on information, monitor issues and commitments, and prepare meeting summaries, briefing notes, reports, presentations, correspondence and other executive materials. The position will also conduct research and compile information to support executive decision-making and assist with the day-to-day administrative operations of the Office.

The Executive Assistant/ATIPP Clerk will also be responsible for coordinating the administration of requests received under the **Access to Information and Protection of Privacy Act, 2015 (ATIPP Act)** and related privacy legislation. This includes receiving and tracking requests, monitoring statutory timelines, coordinating records searches, reviewing and compiling records, maintaining complete request files, preparing correspondence and responding to inquiries regarding access to information and privacy processes.

The successful applicant must possess a diploma in **Business Administration, Office Administration, Information Management, Paralegal Studies, Public Administration**, or a related field from a recognized post-secondary institution. An equivalent combination of education and experience may be considered. Applicants must have a minimum of **two (2) years of progressively responsible administrative experience**, preferably in a municipal government, public sector, legislative compliance, records management or information administration environment. Demonstrated experience preparing professional correspondence, meeting records, briefing materials, reports and follow-up documentation, as well as reviewing, organizing and managing large volumes of records and documentation, is required.

The successful applicant must demonstrate excellent organizational, communication and interpersonal skills, sound judgment, initiative, strong analytical and problem-solving abilities, and the ability to manage multiple and changing priorities while meeting operational and statutory deadlines. A high degree of tact, diplomacy and discretion is required when dealing with senior management, elected officials, employees, external agencies, community stakeholders and members of the public. Proficiency in Microsoft Office applications and electronic document and records-management systems is required. Knowledge of the **Access to Information and Protection of Privacy Act, 2015**, records-management practices and applicable municipal legislation would be considered an asset.



CAREER OPPORTUNITY

This is a **35-hour per week** position, with regular hours of work occurring Monday to Friday, 8:30 a.m. to 4:30 p.m. Additional hours may be required, including evenings and weekends, in accordance with the City's overtime policy.

The City of Corner Brook will provide support throughout the recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. Candidates are encouraged to discuss specific needs with the City's Human Resources division, by emailing hr@cornerbrook.com

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Please submit résumés, **giving complete details of qualifications**, and stating competition number to the Human Resources Office via e-mail careers@cornerbrook.com