



#### Flagstaff County Vision:

To be a strong, vibrant, and sustainable regional Community of communities, contributing to a rural essence and quality of life.

#### Our Principles:

Council has defined three guiding principles that flow throughout all their priorities. These principles will become a part of all planning activities and considered in all operational decision making:

- **Collaboration** – The County will endeavour to work collaboratively with the communities within Flagstaff County, their neighbours, local businesses, non-profit organizations and through provincial and federal programs in the delivery of programs and services.
- **Fiscal Leadership** – Flagstaff County will balance the servicing and program needs of the community with consistent, prudent and transparent financial management.
- **Environmental Responsibility** – The County will consider environmental impacts on all planning and development decisions and in the operations of their programs and services.

**Interested candidates are encouraged to submit their resume along with a cover letter by email to:**

#### Contact:

Human Resource Department  
Attn: Candace Adams, HR Advisor  
Email: [human.resources@flagstaff.ab.ca](mailto:human.resources@flagstaff.ab.ca)  
Direct: (780) 384-4100

**For the full job description please visit: [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca)**

**Thank you to all applicants for your interest in Flagstaff County; however, only those chosen for an interview will be contacted.**

Flagstaff County is recruiting for the temporary position of:

## Administrative Assistant - Municipal Services

### Join Our Flagstaff County Team as a Administrative Assistant - Municipal Services

Flagstaff County is seeking a motivated and highly organized **Administrative Assistant – Municipal Services** to join our team. This full-time position provides essential administrative and technical support to the Municipal Services department and plays an important role in ensuring the efficient delivery of County programs and services. The successful candidate will report directly to the Municipal Services Director.

#### Key Responsibilities:

- Provide administrative support to the Municipal Services department, including preparing correspondence, documents, reports, and processing invoices.
- Coordinate meetings, schedules, staff training registrations, and related logistics, including agenda preparation, minute-taking, and follow-up.
- Maintain departmental records and filing systems (including Laserfiche), manage accounts receivable, and update inventory data.
- Support service request tracking, GIS/GPS data needs, and provide professional responses to public inquiries.
- Provide backup administrative support for eSCRIBE meeting management and the Parts Technician as required.

#### Required Qualifications:

- Two (2) years post-secondary education in business/office administration or equivalent experience.
- Strong communication, customer service, and interpersonal skills.
- Proficiency in Microsoft Office and ability to prepare clear, accurate written materials.
- Strong organizational skills with the ability to multitask, prioritize, and meet deadlines.
- Ability to work independently and collaboratively; municipal government experience is an asset.

We also welcome applicants who may not meet every qualification listed but are motivated to learn and grow. If you bring strong initiative, a positive attitude, and an interest in municipal operations, we encourage you to apply. Training and support will be provided to help the successful candidate develop the required skills and thrive in this role.

<b>Position Type:</b>	Temporary (18 month Maternity Leave)
<b>Hours of Work:</b>	Monday - Friday, 7 hrs/day— 35 hrs/wk
<b>Salary Range:</b>	\$57,923.28 - \$71,238.30 annually
<b>Closing Date:</b>	December 16, 2025



## ADMINISTRATIVE ASSISTANT – MUNICIPAL SERVICES

CLASSIFICATION:	Administrative	GRID LEVEL:	Grid A, Level 1
DEPARTMENT:	Municipal Services	SUPERVISOR:	Municipal Services Director
STATUS:	Permanent Full Time	WORK HOURS:	7 hrs/day - 35 hrs/wk

### SUMMARY OF POSITION

Reporting directly to the Municipal Services Director, the Administrative Assistant – Municipal Services is responsible for providing administrative support as outlined below to the Municipal Services department.

### QUALIFICATIONS

1. Two (2) years post-secondary education in business/office administration or equivalent experience.
2. Knowledge of local government procedures and experience in a municipal environment will be an asset.
3. Excellent customer service skills to communicate effectively in a diplomatic, positive and professional manner.
4. Proficiency in Microsoft Office applications.
5. Ability to develop clear and concise reports, correspondence and other written materials, with excellent communication, organizational and accuracy skills.
6. Ability to establish and maintain effective working relationships in the course of work, including the ability to work cooperatively in a team environment as well as independently.
7. Ability to perform a variety of tasks and prioritize the use of time to meet deadlines.

### KEY RESPONSIBILITIES

All areas of responsibilities shall be accountable to the Flagstaff County Business and Strategic Plan.

1. Responsible for the preparation of department correspondence, pertaining to Weight Restriction, Resource Industry Access and Utility policies.
2. Maintain monthly accounts receivable.
3. Update inventory data of culverts, gravel, and other large consumables.
4. Provide administrative assistance and backup for the GIS/GPS systems for printing of maps and data collection.
5. Schedule and organize monthly Municipal Services meetings, including preparation of agenda, recording and preparation of the minutes, and follow-up on the issues and delegated tasks as required.
6. Coordinate and register staff for conferences, workshops and seminars making necessary arrangements for travel and accommodation as required.
7. Prepare correspondence, documents and reports as requested by the Municipal Services team.
8. Analyze and report on the Service Request Management system, including documentation, ensuring information is forwarded to the appropriate personnel and follow up is complete.
9. Receive and respond to public inquiries in a professional manner and provide assistance where necessary.
10. Responsible for administration department filing, including Laserfiche, to ensure an orderly and efficient filing system, including archiving and records clean up/destruction for Municipal Services.
11. Process invoices for approval and payment.
12. Provide backup assistance as required in the eSCRIBE meeting management software for Council and Committee meetings, Agricultural Service Board meetings or Health and Safety Leadership Committee meetings.
13. Provide backup administrative assistance as required to the Parts Technician.
14. Develop and maintain a good working knowledge of County policies, procedures and bylaws, the Municipal Government Act and other relevant legislation.
15. Responsible for ensuring compliance with Flagstaff County Policies, the Health and Safety Program and the Human Resources guidelines and procedures.
16. Perform any other duties as requested by the Supervisor.

APPROVED

Date: 09/25/2024

CAO Signature:

Shelley Armstrong / Sep 25, 2024 12:12 MDT

September 25, 2024