

# Employment Opportunity – Term Position

## ADMINISTRATIVE ASSISTANT

Mackenzie County is currently inviting applications for an Administrative Assistant position. The primary location for this position will be in La Crete, however, the individual may be required to work in other areas of the municipality as per operational requirements. This is a full-time unionized position with a 40 hour work week (8 hours per day) Monday to Friday. This is a term position which will commence immediately and end approximately September 2024.

**Reporting to the Director of Planning & Agriculture, the successful applicant will be responsible for:**

- Providing administrative support to the Planning & Development Department (data entry, file creation, digital filing, etc.);
- Support the department to obtain necessary environmental approvals for County projects;
- Create designs and maps using computer programs such as ArcView and Catalis;
- Support the Director of Planning and Agriculture with planning and development projects by providing administrative assistance, public consultation representation, review, sharing of municipal and legislative knowledge, and the development of project plans;
- Assisting the front counter administrative assistant with their duties when required;
- Assisting public in completion of municipal related forms (road access, construction, dust control, utility connections & disconnections, etc.);
- Preparing meeting agenda packages and take meeting minutes;
- Other duties as required.

**Requirements for this position are:**

- Completion of Grade 12 Diploma, post-secondary is considered an asset;
- Two (2) years of experience in an administrative position;
- Knowledge of Microsoft Office (Word, Excel, Access, PowerPoint);
- Attention to detail, accuracy and professionalism;
- Ability to effectively communicate both orally & in writing with the public and with municipal, provincial and federal agencies;
- Ability to work with minimal supervision and in a team environment;
- Must be a self-starter and motivated to complete projects and tasks with minimal supervision;
- Excellent organizational skills;
- General knowledge of the County would be an asset.
- A valid class 5 driver's license;
- Evidence of successfully passing a police *Criminal Record Check*;

Salary Range: \$48,152 - \$63,898 per annum. Mackenzie County offers a Comprehensive Benefit Package.

*Closing date: Competition will remain open until a suitable candidate is found. Only those candidates selected for an interview will be contacted.*

Please forward all resumes and applications to:



**Mackenzie County**

Sarah Martens, Human Resources Coordinator  
Mackenzie County  
Box 640, Fort Vermilion, AB T0H 1N0  
Phone: 780.927.3718  
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