

Employment Opportunity – Term Position

PUBLIC WORKS ADMINISTRATIVE ASSISTANT

Mackenzie County is currently accepting applications for the position of Public Works Administrative Assistant (Term Position). This 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 position with a 40 hour work week (8 hours per day) Monday to Friday. This is a term position to cover a maternity leave and will commence immediately and end approximately December 2023.

Reporting to the Director of Operations the main duties of this position will be:

- Assist in preparing charts and presentations;
- Maintaining various agreements such as Master Road Protection agreements and Licence Agreements;
- Processing of road access applications and managing requests to construct access requests and concern forms;
- Data entry for the Fleet Maintenance Program;
- Prepare meeting agenda, meeting package, and meeting minutes for various meetings including the monthly site safety meetings;
- Prepare and track inventories for gravel, culverts, equipment, cutting edges, etc.
- Assist with compiling the departmental budget for Management review;
- Assist in preparation of year end documentation as requested;
- Other duties as required.

Requirements for this position are:

- Post-secondary degree in a related field (i.e. Office Administration Certificate) is considered an asset;
- Knowledge of Microsoft Office (Word, Excel, Access, PowerPoint);
- Excellent verbal & written communication skills;
- Ability to work under minimal supervision;
- Ability to work in a team environment;
- 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*;

The salary range for this position is \$44,595 - \$61,318 per annum. Mackenzie County offers a comprehensive benefit package. As per the Collective Agreement this position does not qualify for vacation, special or sick leave days. Vacation pay will be calculated based on six (6%) percent of your earnings.

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

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Mackenzie County
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