



EXECUTIVE ASSISTANT TO COUNCIL & CHIEF ADMINISTRATIVE OFFICER

Full-Time/Permanent

Located in the heart of Central Alberta, Red Deer County provides a wonderful mix of rural and urban amenities. Over 97% of County residents report high satisfaction with their quality of life, making Red Deer County a great destination for both living and working.

Red Deer County is a great place to work! It is much more than just a job to go to. It is a place where everyone plays an important role. At Red Deer County, we believe that mutual trust and respect, shared responsibility, and open communication are essential characteristics for creating personal success within a first-class working environment. We'd love to have you onboard!

Red Deer County has a permanent, full-time position for a dynamic and highly motivated **Executive Assistant to Council and Chief Administrative Officer** to supplement our ongoing focus in the delivery of customer service excellence.

Key Responsibilities

Reporting to the Legislative and Information Services Manager, the Executive Assistant is the County's front-line ambassador for Council and the Chief Administrative Officer. They are responsible for assisting in facilitating the legislative process and providing general support to the organization.

Qualifications

- Completion of a post-secondary office administration (business/accounting) diploma or certificate plus a minimum of three (3) years office administration experience; an equivalent combination of experience and education may be considered.
- Exceptional customer service skills.
- Understanding and familiarity of the *Municipal Government Act*.
- General knowledge of government and political structures.
- Well-developed interpersonal, communication, and administrative skills with accurate attention to detail.
- Strong political acumen.
- Ability to successfully communicate with Council, various levels of County administration, other government agencies, and the public.
- Ability to work independently with minimal supervision.
- High degree of accuracy in word processing (Word), spreadsheets (Excel) as well as data-entry experience.
- Ability to use tact and judgment when responding to inquiries and interacting with residents, visitors, as well as all levels within the organization.

- Ability to work with confidential and/or sensitive information.
- Commissioner of Oaths appointment, or ability to acquire.
- Acceptable Criminal Records Check.
- Experience in a local government environment is considered an asset.

Full position description is available upon request

Additional Information

This is a permanent, full-time position (35 hrs/week). Red Deer County offers a competitive compensation package, learning opportunities, and work hours that enable a superior work-life balance.

Qualified parties are requested to submit a detailed resume and cover letter to the Human Resources Department no later than **12:00 p.m., Friday, March 22, 2024**, to:

HUMAN RESOURCES DEPT.

hr@rdcounty.ca

www.rdcounty.ca



We thank all applicants for their interest; however, only those invited for an interview will be contacted.