

## **Administrative Assistant Corporate and Community Services**

Temporary Full-time

**POSITION SUMMARY:** Responsible for the co-ordination and delivery of all administrative duties for the Corporate and Community Services Director's office. The Administrative Assistant also provides administrative support to C&CS programs including Community Development and Social Planning (CDSP), Recreation, Arts and Culture, and Financial Services.

A key function in this role includes maintaining multiple and various Grants' documentation and records. This includes coordinating Grant submissions and following up on outstanding Grant requirements. Drafting and producing correspondence, and assisting in developing reports to Council.

The Administrative Assistant is the Town contact for receiving and processing Special Event Permits. This includes acting as the Town contact for all requested permits, distributing permit applications for approval, tracking requirements, and sending out approved permits.

Completes special projects as assigned.

The successful candidates must respect the confidential nature of this role.

### **EDUCATION, TRAINING AND EXPERIENCE**

Minimum Grade 12 or equivalent. Completion of a related post-secondary education program. A minimum of three (3) years progressively responsible office experience, preferably in municipal government or similar organization. An equivalent combination of education, training and experience may be considered on the basis of one year of full-time administrative experience for one year of education.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Bondable
- Familiar with the Municipal Government Act, and Freedom of Information and Protection of Privacy Act
- Knowledge of and proficiency in computer applications, specifically in Microsoft Office products such as Word, Excel, PowerPoint, etc., Meeting software platforms, and on-line search engines.
- Effective time management skills; performs all duties with minimal supervision and works effectively with variable work loads and deadlines,

- to produce timely and accurate documentation.
- Proficient verbal communication skills to provide and exchange information, clarify requests, and gather and interpret information.
- Excellent written communication skills including skills for drafting procedures and business documents; and proofreading skills with attention to detail for content and accuracy.
- Analytical and problem-solving skills.
- Ability to use superior tact and discretion, judgment, and possess political acuity.
- Strong interpersonal skills including confidentiality, and the ability to work cooperatively with others.
- Ability to manage and prioritize own work; with ability to quickly change work direction, and then re-focus.
- Ability to learn and adapt quickly.
- Ability to work variable hours when required.

**Hours per week:** 37.5 hours – Monday to Friday

**Start Date:** May 2024

**End Date:** Approximately May 31, 2025

**Pay Scale:** \$24.93 - \$30.67/hour in accordance with CUPE Local 4604 Collective Agreement

**Benefits:** As per the Town's HR Policy and Collective Bargaining Agreement

**Closing Date:** Applications for the position will be received until May 10<sup>th</sup>, 2024 at 4:30 p.m. or until suitable candidate found.

Please submit your resume via the [CAREERS](#) section on our website.

The Town of Drumheller is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada are welcome to apply. We thank all applicants for their interest in this position; however only those candidates selected for an interview will be contacted.

**Applicants must clearly demonstrate how they meet minimum qualifications and requirements in their resume.**

