

EMPLOYMENT OPPORTUNITY

WOODLANDS COUNTY



About our municipality:

Woodlands County is a rural municipality approximately 150 kilometres northwest of Edmonton, with an area of 7,668 square kilometres. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 4,550 people, Woodlands County is a thriving natural playground, welcoming families, businesses and tourists alike to experience and enjoy all there is to offer.



Submit your cover letter and resume by referencing the competition number.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

Position Type

Permanent
Full-time (36.25 hours/ week)

Hours of Work

Monday to Friday
8:15 am - 4:30 pm

Competition Close Date

Sunday, November 17, 2024

Administrative Assistant - Infrastructure Services, Whitecourt

Competition No: 2024-014

Reporting to the Director of Infrastructure Services, this permanent position provides administrative support to the Infrastructure Services department, its Managers and Supervisors, as well as a liaison with the public in dealing with infrastructure services issues.

Functional Responsibilities:

The position is responsible for:

- Prepare, organize, and distribute agreements, contracts, minutes, agendas, letters, bylaws, and Requests for Decision (RFDs) for Council and applicable Infrastructure Services committees.
- Draft and manage road ban orders, road crossing requests, public hearing RFDs, and bylaws for road closures, including coordinating surveys, land assessments, and advertising.
- Handle public inquiries efficiently and provide administrative support to supervisors for snow removal flags and private driveway grading requests.
- Enter gravel haul tickets, track monthly infrastructure inventory, and organize year-end inventory recording for shop locations and manage annual registrations of trucks and equipment, track fleet equipment, and maintain equipment files and binders.
- Coordinate campground agreements, road allowance leases, and utility agreements, working with the Finance department and submitting encumbrances to Land Titles as needed.
- Assist with Infrastructure invoice processing, cheque requests, purchase orders in collaboration with the Finance department.
- Maintain comprehensive filing systems, including shop inventory, work orders, airport usage reports, and fuel records.
- Order and track rural address signs, PPE, infrastructure forms, and rate guides, ensuring timely distribution.
- Participate in Highway Cleanup coordination, County Emergency Response team activities, and other assigned projects as needed.

Functional Requirements:

- Proficient in all Microsoft Office applications (PowerPoint, Word, Excel).
- Strong data entry, time management, organizational, and communication skills (written and verbal).
- Detail-oriented with the ability to prioritize tasks and work independently.
- Proven multi-tasking, time management, and organizational skills.
- Ability to work independently with minimal guidance and in a team setting.
- Highly motivated with a proactive approach to projects and on-going tasks.

Qualifications & Education Requirements:

- Grade 12 Diploma.
- Valid Class 5 driver's license.
- Experience in a Municipal Government environment and knowledge of Infrastructure Services are assets.

Contact Us

p. 1-888-870-6315 e. hr@woodlands.ab.ca
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