



**Parks & Recreation Administrator
(on-site)**

We Are:

The Town of Okotoks is offering a challenging and dynamic work environment where collaboration, open communication, frequent exchange of ideas and teamwork across different business centres assists us in providing exceptional customer service.

The Town of Okotoks fosters a culture of shared accountability through our collaboratively developed "Habits of Execution", which empower employees to focus on organizational outcomes and support a high performance culture. We have a strong focus on health and safety, and strive for a culture of wellness, inclusion and organizational effectiveness.

The Opportunity:

The Parks & Cemetery Administrator, under the supervision of the Customer Experience Team Leader and Parks Manager, provides administrative support for the daily operations of parks and cemetery management. This position is responsible for managing records, scheduling, responding to customer inquiries and assisting with the general administration of parks and cemetery services.

The Parks & Cemetery Administrator is responsible for:

- Act as first point of contact for public inquiries and address accordingly;
- Issue work orders, permits, daily maintenance work lists (parks checks, garbage pickup, playground inspections, snow clearing, ball diamond dragging, etc.);
- Complete forms, issue permits, collect payments, and write receipts;
- Act as the main contact for the cemetery and provide appropriate and dignified support to family members, funeral homes, and co-workers regarding interments, memorial marker permits, burial plot sales, columbarium niche sales, and search the database for plot locations as required;
- Prepare required cemetery reports including revenue, maintenance and inventory tracking;
- Issue billing requisitions and/or receipts for all burial costs and generate revenue reports for finance business centre;
- Issue deeds and deed letter for purchase of burial plots and columbarium niches to family members;
- Update, maintain and issue cemetery forms as requested by funeral homes and families for burial plot purchase, memorial marker installation, and bench & tree donations;
- Efficiently navigate Parks and Cemetery, division and Town systems and software where required to complete administrative responsibilities; such as Maintenance Tracking Software, Cemetery software system, Town systems; such as Dynamics, City Wide and Stone Orchard;
- Develop and maintain databases and records management that complies with Town RMS Policy;
- Projects as assigned.

What You Bring

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to qualify is equivalency to:

- Diploma in Office Administration, Business Administration or related field.
- 3 or more year's related work experience representing continuous learning.
- Discretion, diplomacy/sensitivity and maintaining customer confidentiality.
- Problem-solving abilities.
- Can work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, etc.).
- Strong organizational, time-management, and multitasking abilities.
- Excellent written and verbal communication skills.
- Strong Customer Service skills.
- Attention to detail and accuracy in data entry and recordkeeping.

What We Offer:

- Competitive Salary
- Comprehensive health, dental, paramedical benefit plans
- An excellent pension plan
- Career development
- Flexible work schedule
- So much more!

Pre-employment Requirements:

Candidates who progress to final stages of the recruitment process will be required to provide proof of education and designation along with a favorable criminal record check and possibly a driver's abstract depending on the position.

How to Apply:

Applications are invited to submit a resume online through our career section. Postings close at midnight on the closing date listed below. We will not be able to accept late applications.

The Town of Okotoks is an inclusive workplace and welcomes applications from all qualified applicants. Only those chosen for an interview will be contacted.

Business Centre	Customer Experience/Parks
Position Type	Full-time
Compensation	\$62,875-72,916 annually
Standby Rotation Required	No
Hours of Work	37.5
Number of Openings	1
Work Location	on-site
Police Record Check Required	Yes
Deadline to Apply	February 9, 2025

The Town's dedication lies in cultivating a workplace that embraces respect, inclusivity, and equity, mirroring the diverse community we serve. Upholding the core values of Diversity, Equity, Inclusiveness, and Accessibility is our unwavering commitment. The Town of Okotoks prides itself on being an inclusive workplace, inviting applications from all qualified candidates.

If you are contacted by The Town regarding a job opportunity, please advise if you have any restrictions that need to be accommodated. We will only reach out to those selected for an interview. All information received in relation to accommodation will be kept confidential.

If you have any questions or require any accommodations, please contact us at: Hr@okotoks.ca