

## **ADMINISTRATIVE SUPPORT 4 – ENGINEERING (TERM POSITION)**

The City of Camrose is seeking a highly motivated, energetic and reliable individual to fill the full-time term position of Administrative Support 4 – Infrastructure, Engineering. Reporting to the General Manager of Infrastructure this position provides a wide range of executive level, confidential administrative and technical support to Engineering.

### **FUNCTIONS/DUTIES (but not limited to):**

- Provide administrative support, including document preparation, data entry, and report compilation.
- Coordinate office services such as records management, budget preparation, personnel support, troubleshooting, and general inquiries.
- Organize and coordinate open houses, meetings, and conferences.
- Respond to public inquiries and concerns, including monitoring and managing submissions via "Camrose Report a Concern."
- Assist the public with engineering permits and redirect applications to appropriate authorities for approval.
- Maintain and update Engineering Services pages and city-wide calendar events on the City website.
- Oversee the electronic document management system.
- Co-ordinate bylaws and notices to property owners for a proposed local improvement.
- Prepare and modify documents such as invoices, journal entries, reports, memos, letters, bylaws, agreements, policies, ads, newsflash, media releases, website pages, and agendas and minutes, notices to the public.
- Support project-based work through research, data compilation, and administrative assistance.
- Monitor and assist with compliance records and lease agreements for the Camrose Municipal Airport.
- Communicate infrastructure and road closures to relevant city departments.
- Process purchase orders.
- Provide support for public transit initiatives, including budget monitoring and liaising with transit committees.
- Oversee taxi token distribution and coordinate with related agencies.

### **QUALIFICATIONS:**

- Post-secondary diploma/certificate in Business Administration, Local Authority Administration or related field.
- Five (5) years of progressively responsible experience; previous municipal government experience an asset. An equivalent combination of education and experience may be considered.
- Advanced computer skills in Microsoft Office; and knowledge/experience of Electronic Document Management Software required. Additionally, experience with AS400 software is preferred.
- Previous experience in managing/supervising the work of others.
- Exceptional communication, customer service and public relations skills to effectively maintain professional relationships and communications with council, management, co-workers, internal customers and the public.
- Ability to multitask and prioritize and effectively meet deadlines.
- Excellent writing and proofreading abilities.
- Strong organizational skills with demonstrated ability to work with minimal supervision.

**TERM:** This is a term position due to a maternity leave. It is expected that the successful candidate will begin work in April 2025 to work alongside the current employee for a period of 2 – 3 weeks and thereafter work independently to May 2026.

**HOURS OF WORK:** Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

**SALARY & BENEFITS:** The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

**APPLICATIONS:** Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person by March 17, 2025 at 4:30 p.m. If applying by e-mail, please ensure the position title is included in the subject line. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

### **CONTACT:**

City of Camrose, Attention: General Manager of Infrastructure  
Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8  
P: 780.672.4426 | F: 780.672.2469 | E: [hr@camrose.ca](mailto:hr@camrose.ca) | W: [www.camrose.ca](http://www.camrose.ca)