



Community Safety & Organizational Excellence Administrator

Hybrid (On-site/Remote)

Nestled in the heart of Alberta, the Town of Okotoks is a dynamic and growing community that blends small-town charm with big-city opportunities. As an employer, we are committed to fostering a positive, inclusive, and collaborative workplace where every team member can thrive. Our dedicated employees play a key role in shaping the future of our vibrant town, working across a variety of areas to deliver exceptional services that enhance the quality of life for residents and visitors alike.

We pride ourselves on providing a supportive work environment, offering competitive benefits, opportunities for professional development, and a work-life balance that allows our staff to enjoy all that Okotoks and its surrounding area have to offer. From stunning natural landscapes to rich cultural experiences, working in Okotoks means being part of a community that values innovation, sustainability, and inclusivity.

The Opportunity:

We have an exciting opportunity for a highly motivated Community Safety & Organizational Excellence Administrator to join the Community Safety & Organizational Excellence Division. This position reports to the Director and provides a range of senior administrative support functions to the Director and division, with a strong emphasis on supporting the Human Resources team. This role requires a high level of confidentiality and diplomacy. Responsibilities include, but are not limited to:

- Specialized and complex administrative tasks, projects and initiatives as assigned;
- Composes complex correspondence, drafts various specialized agreements, draft social media correspondence, coordinating with various internal/external parties and overseeing through to completion;
- Maintain and update employee records, HR databases, and personal files;
- Maintain and update organizational charts and phone list;
- Assist in organizing training sessions, workshops, and employee development initiatives as well as maintaining training and development records;
- Assist with recruitment tasks including drafting and posting job advertisements, scheduling interviews, organizing and tracking required qualifications upon hire, such as Police Information Checks, Driver's Abstracts and other relevant credentials;
- Coordinate onboarding and offboarding processes;
- Coordinate and lead new employee orientation sessions and wellness initiatives;
- Administer recognition programs;
- Monitor the HR Inbox and responding to inquiries, triaging inquiries where needed;
- Update & maintain intranet and careers page of Town website.

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 Business Administration, Public Administration, Human Resources or a related field;
- 5 or more years related work experience representing continuous learning and career progression, including at least one year experience in indirect supervision and/or leadership/mentorship experience;
- Strong organizational and time management skills.
- Excellent verbal and written communication skills.
- High level of attention to detail and accuracy.
- Oral and written communication.
- Ability to handle sensitive information confidentiality and practice discretion.
- Proficiency working with Microsoft Visio, databases, various software programs and content is crucial.

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.

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.

Division	Community Safety & Organizational Excellence
Position Type	Permanent
Compensation	\$69,295 - \$80,361 annually
Standby Rotation Required	No

Hours of Work	37.5 per week
Number of Openings	1
Police Record Check Required	Yes
Deadline to Apply	August 4, 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