



A great place to work starts with you!

Join a team that prioritizes public service, where your work will make a meaningful impact within the community. Parkland County believes in the power of teamwork, fostering a collaborative environment across departments to promote efficiency and innovation. With a solution-focused mindset, we approach challenges with resilience. Parkland County is committed to respect, working to uphold transparency, inclusion, and accountability in all decision-making. With a focus on safety, we create a supportive and safe environment for employees and the public. If you share these values and are ready to contribute to a dynamic and caring organization, we encourage you to consider this opportunity.

Now Hiring: Administrative Assistant, Planning & Development Services (Competition #25-96)

Parkland County has an opportunity for a *temporary, full-time* Administrative Assistant position in the Planning & Development Services department, working until approximately December 2026. Reporting to the Director, Planning & Development Services, the Administrative Assistant works in a confidential capacity, providing support and administrative services to the Director and leadership group. This position acts as a liaison for the department to various other departments and staff within the County. Acting as the first point of contact for the department, this position will contribute to a variety of tasks and assignments and is relied upon to maintain an orderly and effective office environment, providing general support services related to the Department's operations.

The ideal candidate for this position will have the following:

- High-school Diploma with some post-secondary work in Administration, Office Management or a related discipline.
- Certificate in Administration or Project Management is considered an asset.
- A minimum of two (2) years of experience in office administration with strong customer service, interpersonal, organization and time management skills.
- Strong computer and data management capabilities with high competence using Microsoft Office and the ability to maintain data in content management systems.
- Knowledge of strategic planning, basic budgeting and accounting.
- Possession of a valid class 5 driver's license and ability to provide a satisfactory driver's abstract.

The total rewards package for this position includes:

A starting annual salary of \$56,100 to \$58,300, based on a 35-hour work week and the option to join the Earned Day Off Program.

In addition, extended health and dental benefits, access to our confidential Employee and Family Assistance Program, paid sick time, three (3) weeks vacation a year with your birthday off, and personal days are offered. Our organization offers access to physical fitness, including an employee on site gym and lunch exercise programs, a Social Club, a health, safety and wellness committee, and a comprehensive training program with extensive learning and development opportunities. Visit our [careers](#) page to view our Total Rewards Package for this position.

Additional Information

Interested Candidates are Invited to Apply Online at parklandcounty.com/Careers by Tuesday, December 2, 2025 at 4:00 p.m.

The work location for this position is Parkland County Centre, 53109A Hwy 779, Parkland County, AB T7Z 1R1.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. Applications will only be considered through the Parkland County website.

We are committed to fostering an inclusive workplace that welcomes, respects and values the multivariate diversity of current and prospective employees. We strive to provide reasonable access and accommodation throughout the recruitment and employment process. If you have any questions regarding this, please connect with our team at humanresources@parklandcounty.com