

## COMMUNITY SERVICES OFFICE SUPERVISOR

The City of Camrose is seeking an experienced and motivated individual to fill the role of Community Services Office Supervisor. Reporting to the General Manager of Community Services, this position will be responsible for the management, administration, and operation of the Community Services department offices.

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

- Supervise and support Community Services administrative staff, including training and performance development.
- Oversee day-to-day office operations to ensure efficient, timely, and high-quality service.
- Develop and implement office procedures to improve workflow and service delivery.
- Manage departmental documentation, including leases, user agreements, and records management.
- Track and maintain key departmental metrics.
- Provide administrative support to the General Manager, including council reports, agendas, minutes, and general correspondence.
- Oversee cemetery administration, including customer service, sales, data entry, and coordination with funeral homes and maintenance staff.
- Support financial and operational processes such as budgeting, invoicing, payables, receivables, payroll entry, and cash handling.
- Oversee office inventory and purchasing for the Community Services department.
- Manage the Community Services general email inbox, mail handling, and office credit card processes.
- Perform other related duties as assigned.

### QUALIFICATIONS:

- High School Diploma or GED/CAEC equivalent.
- Certificate or diploma in office administration, business administration, administrative professional studies, or a related program.
- Minimum of five (5) years of related experience, with at least two (2) years' experience in a supervisory capacity.
- Strong computer skills in Microsoft Suite, particularly Word and Excel.
- Experience with municipal finance software (such as Unit4), recreation booking and sales systems, point-of-sale software, general computer applications and Geographic Information Systems (GIS) considered an asset.
- Excellent written and verbal communication skills.
- Ability to manage a high volume of work efficiently while maintaining accuracy.
- Skilled at adapting to tight deadlines, shifting priorities, and fast-paced workloads.
- Strong interpersonal skills and the ability to maintain professional conduct in the workplace.
- Valid Class 5 driver's licence.

**HOURS OF WORK:** Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday. May be required to work outside these hours on occasion to meet operational needs.

**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 May 1, 2026 at 4:30 p.m. If applying by e-mail, please ensure job position is included in subject line. **We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.**

### CONTACT:

City of Camrose, Attention: General Manager, Community Services  
Office Address: 4412 - 56 Street, Camrose, AB T4V 5K4  
Mailing Address: 5204 - 50 Avenue, Camrose, AB T4V 0S8  
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