



TITLE: ***Administrative Assistant I
Permanent Full Time***

POSITION SUMMARY: *Reporting to the Director of Operations and/or the Manager of Environmental Services the Administrative Assistant will provide a high level of confidential support to these departments. This includes telephone inquiries, email correspondence, scheduling meetings, coding receipts, budget system, and preparing documents for the departments.*

POSITION DESCRIPTION:

1. Responsible for administrative support services within the areas of receiving and documenting telephone calls, typing documents, filing, researching background information for Department's reports, and assisting with project-based tasks.
2. Responsible for proper coding of receipts in a timely manner and having them signed by the appropriate person, ensuring compliance with the Department's budget.
3. Responsible for organizing meetings, which includes arranging required facilities, supplies, meals, and assisting with preparation of documents relating to meetings.
4. Responsible for recording and distribution of work orders from the Service Request System, and responding when requests have been completed.
5. Responsible for maintaining an orderly and accurate filing system for related matters.
6. Responsible for participating in emergency management duties either in the Emergency Operations Centre or in support of it, as may be required during a local emergency.
7. Responsible to observe and comply with all regulations and procedures that relate to individual health and safety, OH&S, and the Saddle Hills County Safety program and the safety of co-workers.
8. Responsible for assisting with other office operations, as required.
9. Responsible for complying with the Access to Information Act (ATIA).
10. Assist in budget preparations, including data entry in the County's budgeting program.
11. Perform other related duties as may be requested by the Director of Operations or Manager of Environmental Services.

REQUIRED QUALIFICATIONS/KNOWLEDGE/ABILITIES:

The ideal candidate will have a Grade 12 diploma together with a degree or diploma in secretarial training/education in business administration, with a minimum of three years at an administrative level with directly related experience.



Municipal government experience would be a definite asset. Excellent communication skills are essential in this role.

The candidate must:

1. Pay close attention to detail, accurately capture, retain and relay information.
2. Have proficient computer skills including excel, word, powerpoint and outlook.
3. Be competent in letter writing and minute taking.
4. Demonstrate strong oral and written interpersonal communication skills.
5. Function as a member of a team and the ability to work independently with minimal supervision while staying committed to customer service.
6. Be able to work in a fast paced environment, prioritize and manage multiple work tasks to achieve deadlines.
7. Engage well with and respond to enquiries from management, council, co-workers, contractors, and ratepayers.
8. Have a strong attention to detail and accuracy and demonstrate effective organizational skills.
9. Maintain and provide a driver's abstract acceptable to Saddle Hills County, at a minimum level of Class 5.
10. Provide a satisfactory Criminal Records check.
11. Ability to ensure all work-related information is kept confidential and in accordance with the Access to Information Act (ATIA).

WORKING CONDITIONS AND PHYSICAL CAPABILITIES:

1. Extensive use of computers and telephone.
2. Normal working day consists of 7.25 hours (36.25 hours per week), however; overtime may be required as business needs arise.
3. Long periods of sitting.
4. Driving in various weather conditions travelling to the office.

The above statements are intended to describe the general nature of the position and are not a complete job description of all responsibilities and activities required for this position. Applications will be accepted until a suitable candidate is found. Only those considered for an interview will be contacted.

Please send resumes in confidence to:

Re: Administrative Services I

E-mail to: hr@saddlehills.ab.ca

Fax: (780) 864-3904 Ph.: (780) 864-3760