

Blackfalds is one of Canada's youngest and fastest growing communities; with a population of 11,015 and a growth rate of 2.9% in 2021.

Ideally situated in Central Alberta, midway between Alberta's two largest urban Centres, Blackfalds retains the feel and security of a small-town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment.

Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

If you are looking to be a part of a hardworking and fun loving team in our community, please learn more about the Town of Blackfalds at www.blackfalds.com. We look forward to receiving your résumé!

Infrastructure & Property Services Clerk – Full Time

Position Summary:

This position is responsible for providing a wide range of professional administrative duties under tight deadlines that require a high level of accuracy, confidentiality, and discretion. The Infrastructure & Property Services Clerk is responsible for the maintenance of Department administrative processes and communications to ensure efficient and current access to information and providing administrative and professional support to the Department. In addition, responsibilities include the collection, summarization, and administrative presentation of relevant information along with providing customer service relative to internal and external inquiries.

Position Requirements:

- Process and prepare legal documentation and letters as it relates to bylaws, Department agreements and registrations thereof, and other legal commitments as required.
- General knowledge with interpreting bylaws and a basic understanding of the relevant legislation.
- Maintain Department administrative processes and systems.
- Process, prepare, and transcribe professional correspondence, reports, contracts, agreements, and other relevant documents.
- Prepare Department permits and Letters of Compliance under the approval of the Infrastructure Services Manager and/or the Planning & Development Manager.
- Prepare Bylaws, Notices and Agendas for Public Hearings relative to Department applications.
- Prepare and place advertisements and notices in the media.
- Research files relative to internal and external inquiries/correspondence for specific projects.
- Acts as an administrative support to the Department as a whole, or others as assigned by the Planning & Development Manager.
- Coordinates, collects, maintains, and analyzes Department statistics.
- Coordinates with Records Management to maintain Department electronic and hard copy files.
- Other related duties as required.

Required Knowledge, Skills and Abilities:

- Ability to communicate and educate the public and promote participation in the understanding, development, and acceptance of Department applications and other relevant inquiries.
- Ability to work cooperatively with colleagues and the public in a positive team environment.
- High degree of personal initiative with an ability to work with minimum supervision and effectively manage time.
- Strong organizational skills, attention to detail, and professional judgement.
- Proven ability to communicate firmly and diplomatically with the public and respond in a courteous manner to complaints or difficult customers.
- Possess a professional and calm demeanor, coupled with a strong intuition for dealing with people.
- Commitment to continuous improvement and excellent customer services.

Education and Experience

- Two-year post-secondary diploma in office administration or related field: Business Administration or Legal Assistant.
- Minimum 2+ years of administrative experience preferably in a municipal, legal, or engineering environment
- Experience providing administrative support for Boards and / or Committees and the preparation of agendas and minute-taking.
- Practical planning experience in an engineering, planning or technical office environment will be considered an asset.
- General understanding of subdivision and development processes, and the ability to interpret policies, bylaws, maps figures and plans.
- Advanced computer skills, proficient with Microsoft Office Suite.
- Excellent verbal and written communication skills.

Additional Requirements:

- RCMP Criminal Record Check
- Valid Driver's License with current Drivers Abstract
- Current Standard First Aid & CPR

Hours of Work: The hours of work for the position has been established as 7 hours per day, 35 hours per week. 8:30 am – 4:30 pm, Monday – Friday.

Salary: The 2021 hourly range for this position is \$29.75 – 33.48 per hour as per the CUPE Local 417 Collective Agreement 2019-2021

How to Apply: The Town of Blackfalds is an equal opportunity employer and encourages individuals interested in this position to submit your application online via our applicant tracking system.

We remind applicants that a pre-employment requirement is a Criminal Record Check & valid Driver's License and satisfactory Driver's Abstract.

We appreciate and consider all applications, however only candidates selected for an interview will be contacted.

Town of Blackfalds, Box 220, 5018 Waghorn St, Blackfalds AB, T0M 0J0
Attention: Human Resources P. 403.885-4677 (ext.6366)
Email: hr@blackfalds.com website: www.blackfalds.com Fax: 403.885.6243
