



Planning and Development Administrative Assistant

We seek an individual with excellent organizational skills and a passion for supporting and collaborating with a dynamic team. Does your fun sense of humor and ability to develop a connection to all you encounter stand out amongst the crowd? Are you up for the challenge? Do you have what it takes to provide top-notch service while learning and developing within the organization? If so, we encourage you to review all the details and submit your online application as noted below.

This position is a full-time, on-site role (Three Hills, Alberta)

Position Summary

The Administrative Assistant provides administrative support services, including clerical, customer service, and financial duties, to support Planning and Development. The assistant also reconciles the accredited safety code disciplines and assists with the sale and use of cemetery plots.

Key Duties

General Administration and Customer Service Support:

- Compiles reports, correspondence, advertising notices
- Research topics as assigned.
- Updates, consolidates, and maintains the land and electronic filing systems within the Planning and Development Department
- Update and consolidate the land and electronic filing systems within the Planning and Development Department and maintain such systems on an ongoing basis.
- Provides administrative support as required, including reception and assistance with customers attending the front counter.
- Reconciles monies received for Safety Codes Council fees and Kneehill County's Safety Codes Council Contract Inspector's payments.
- Completes the required forms for purchasing cemetery plots and collaborates with funeral homes, and the Parks & Agriculture department (to mark plots) as needed.

Council/Committee Support:

- Serves as recording secretary to the Municipal Planning Commission, including the creation of the meeting agenda packages, presentations, minute preparation, and follow-up required.
- Monitors deadlines for the Municipal Planning Commission, ensuring all information is received and prepared according to the timeline's submissions and cut-off dates for MPC meetings ensuring information timelines are met.
- Compiles Subdivision and Development Appeal Board information for the Secretary to the Board.
- Accuracy and attention to detail are extremely important in this position.



Position Requirements

Education

- High school diploma [required]
- Post-secondary education (diploma, or degree) in Business or Office Administration [required]
- Will consider an equivalent combination of relevant education and experience.

Experience

- 1 - 2 years' experience working in an office setting [required]
- Experience working in an office setting, using computer software and applications. [required]
- Experience working in a municipal planning work environment (urban or rural). [asset]

Other

- Valid Alberta Class 5 driving license [required]
- Current First Aid/CPR certification [desired]

What do we offer?

- Competitive pay
- Group Health Benefits
- Defined pension benefits (LAPP)
- Engaging and empowering work environment
- Strong policies and a supportive atmosphere
- Fun and friendly environment
- Training and development opportunities

If you know you have the skill set to match our needs, visit our website for information on submitting your resume for consideration.

www.kneehillcounty.com

Closing Date: October 15, 2024

We thank all applicants for their interest; however, only those selected for an interview will be contacted. All applicants must be entitled to work in Canada legally and reside (or be willing to) in the general area.