

Employment Opportunity

EXECUTIVE ASSISTANT

Mackenzie County is seeking a detail oriented enthusiastic professional to join the Legislative & Support Services team. This position is an out-of-scope permanent full-time position with a 40 hour work week (8 hours per day) Monday to Friday and is based out of Mackenzie County's corporate office located in Fort Vermilion, Alberta.

Reporting to the Director of Legislative & Support Services, the successful candidate will be responsible for:

- Providing confidential administrative support to the Director of Legislative & Support Services;
- Researching and drafting both internal and external documents, including policies and bylaws;
- Conducting research, finding solutions and making recommendations;
- Preparing agendas and minutes for various meetings and activities, including council meetings and appeal board hearings;
- Reviewing documents for formatting, content, grammar, etc.;
- Assist with the coordination of various municipal events;
- Act as the Deputy Returning Officer for municipal elections;
- Assisting Human Resources in preparing for interviews, reference checking, orientations, etc.
- Assisting with municipal advertising and social media;

Requirements for this position are:

- Post-secondary degree in Municipal Government, Business Administration, Public Administration, Political Science or related field;
- Two to three years related experience in the municipal environment;
- Familiarity with various provincial legislation with focus on the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*;
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Publisher);
- Committed to a high level of confidentiality and political decorum;
- Must be a self-starter and motivated to complete projects and tasks with minimal supervision, keen observation and reflection skills;
- Exceptional interpersonal, communication and organization skills;
- Excellent oral and written communication skills, including formal letter writing skills;
- Exceptional attention to detail;
- Ability to attend various related training courses and to obtain a superior knowledge of all applicable municipal legislation, bylaws and policies governing the municipality;
- Ability to conduct presentations and take minutes;
- Must have a minimum typing proficiency of 70 words per minute with a high degree of accuracy;
- Ability to work independently and in a team environment;
- Flexibility with extended hours and occasional evening meetings;
- Evidence of successfully passing a police *Criminal Record Check*.

The salary range for this position is \$91,402 - \$102,827 per annum. Mackenzie County offers a comprehensive benefit package.

Competition will remain open until a suitable candidate is found. Only those candidates selected for an interview will be contacted.

If you have any questions about this opportunity please contact Carol Gabriel, Director of Legislative & Support Services at 780.927.3718 or by email to cgabriel@mackenziecounty.com.

Resumes must be submitted in Microsoft Word format and forwarded by email to:



Mackenzie County

Louise Flooren, Human Resources Coordinator
Mackenzie County
Phone: 780.927.3718
Email: hr@mackenziecounty.com