

ADMINISTRATIVE SUPPORT, PROTECTIVE SERVICES & RECREATION

GREENVIEW, ALBERTA

DEPARTMENT: Community Services

LOCATION: FCSS Office - Valleyview, Alberta

STATUS: Vacant

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Administrative Support, Protective Services & Recreation is responsible for providing administrative support to the Managers of both Protective and Recreation Services.

MAJOR

- Provide administrative support with the preparation and maintenance of the Protective & Recreation Service department budgets.
- Drafting and completion of correspondence / action requests for the Protective and Recreation Services departments.
- Assist in drafting "Request for Decision" documents and presentations for Council agendas as required.
- Prepare grant applications, and process grant claims for capital projects.
- Assist in updating and maintaining a Recreation Asset Inventory and the Fire Department Training Records System.
- Assist in updating and maintaining Greenview's Municipal Emergency Plan.
- Assist in the maintenance of capital project files including budgets.
- Provide administrative support to the Protective and Recreation Services departments.
- Draft and prepare contracts, agreements and correspondence as required.
- Ensure that the Alberta Transportation invoices are submitted according to the Alberta Transportation policies.
- Responsible for coordinating, checking, coding, and verifying agreement / contract-related invoices for capital projects and operational budgets.

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MINOR

- Attend general meetings with inside and outside agencies when required for the purpose of recording minutes.
- Develop and maintain positive working relationships and act as a liaison with outside clients and agencies.
- Attend and record the Emergency Management Meeting minutes.
- Participate in the tasks associated with the Emergency Operations Center.
- Perform other duties as assigned by the Manager of Protective Service and the Recreation Service Manager.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above with a high degree of quality, timeliness and precision.
- Grade 12 High School education.
- Administration experience is considered an asset.
- A minimum of 2 years in an office environment.
- A background in provincial environment and fire protection is considered an asset.

SKILLS REQUIRED:

- Proficiency with Microsoft Word, Excel, Publisher, Outlook and PowerPoint.
- Excellent verbal and written communication skills.
- Ability to interact well with and respond to inquiries from employees, management, Council and ratepayers.
- Must be self-motivated and able to work with minimal supervision.
- Must be able to maintain confidentiality.
- Basic accounting skills.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Occasional light lifting.
- Extensive use of the computer and telephone.
- Long periods of sitting required, with good lighting temperature and noise control provided.
- Normal working day consists of 7.5 hours, with occasional overtime required.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
Ensures all operations are conducted in a safe manner and in accordance with the Municipal District policies and Occupational Health & Safety Regulations.
Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

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Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

JOB POSTING INFORMATION:

Interested candidates may submit cover letter and resume in one of the following ways:

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0
Fax: 780-524-3981
By E-mail: careers@mdgreenview.ab.ca
Website: www.mdgreenview.ab.ca

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