

## **ADMINISTRATIVE SUPPORT, ECONOMIC DEVELOPMENT GREENVIEW, ALBERTA**

**DEPARTMENT:** Community Services

**LOCATION:** Public Services Building – Grovedale, Alberta

**STATUS:** Vacant

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*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, Community Services is responsible for providing administrative support to the Manager, Economic Development.

### **MAJOR**

- Drafting and completion of correspondence / action requests for the Economic Development Department
- Assist in drafting "Request for Decision" documents and presentations for Council agendas as required
- Prepare/receive grant applications, and process grant claims for all capital projects
- Data entry, filing of documents, and uploading documents
- Assist in the maintenance of capital project and operational files including budgets
- Draft and prepare contracts, agreements and correspondence as required
- Assist maintaining schedules and meeting notifications
- Responsible for coordinating, checking, coding, and verifying agreement / contract-related invoices for capital projects and operational budgets
- Assist with ordering supplies and inventory control
- Entering work orders and cost of supplies
- Provide administrative support with the preparation of the Economic Development's yearly budgets

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- Develop and maintain positive working relationships and act as a liaison with outside municipal partners, clients and agencies.
- Support the setup of the new department's filing system and records maintenance
- Administration and updating of the Expand your Vision website and affiliated social media sites
- Attend meetings with inside and outside agencies when required for the purpose of recording minutes.
- Development and proofing of promotional literature for both Economic Development and Tourism markets

### MINOR

- Entering work orders and cost of supplies
- Provide administrative support with the preparation of the Economic Development department's yearly budgets
- Develop and maintain positive working relationships and act as a liaison with outside clients and agencies
- Attend meetings with inside and outside agencies when required for the purpose of recording minutes
- Key community contact for Grovedale electronic sign; coordinate with Communication Department for graphics to be developed for display

### OCCASIONAL

- Other duties as assigned by the 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
- Post-secondary secretarial training / education in business administration, or combination of education and experience is preferred
- A minimum of 3 years of professional level administration experience in an office environment

### SKILLS REQUIRED:

- Proficiency with Microsoft Word, Excel, Publisher, Outlook, PowerPoint, Webmap, Diamond and Questica
- 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
- Ability to handle confidential and/or sensitive information with discretion

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- Basic accounting skills.
- Ability to interpret, implement and adhere to organizational policies and procedures.
- Exceptional customer service skills are required for this position

### WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and telephone
- Extensive use and operation of a vehicle
- Long periods of sitting, good lighting, temperature and noise control
- Minimal physical effort; occasional light lifting
- Normal working day consists of 7.5 hours; however occasional evening and weekend hours may be required both in and out of region to attend tradeshow and events

### 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 Municipal District Policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

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 by 31<sup>st</sup> January 2019, 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: 780-524-4307  
By E-mail: [careers@mdgreenview.ab.ca](mailto:careers@mdgreenview.ab.ca)  
Website: [www.mdgreenview.ab.ca](http://www.mdgreenview.ab.ca)

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**INCUMBENT SIGN-OFF:**

I have read the above description of the primary role and responsibilities of the Administrative Support position and acknowledge that I understand the scope and responsibility of the position. I understand that this is not intended to be an exhaustive list of job duties and responsibilities and that I will be assigned other duties as required to support the success of the Municipal District of Greenview No. 16.

\_\_\_\_\_  
Incumbent – Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent – Signature

\_\_\_\_\_  
Manager – Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager – Signature

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