

## EXECUTIVE ASSISTANT, COMMUNITY SERVICES

### MUNICIPAL DISTRICT OF GREENVIEW, ALBERTA

**DEPARTMENT:** Community Services

**LOCATION:** Valleyview, Alberta

**STATUS:** Accepting applications until a suitable candidate is found.

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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. Greenview hosts one of the most ambitious industrial developments in Alberta and is driven towards leadership in both Community and Economic Growth.*

#### SUMMARY:

The Executive Assistant, Community Services is responsible for providing executive support services and serves as the primary point of contact for the internal and external constituencies on all matters pertaining to the office of the Director, Community Services. The incumbent must have the ability to exercise good judgement in a variety of situations, display strong written and verbal communication, administrative and organizational skills all while balancing multiple priorities.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

##### MAJOR

- Prepare agendas, attend meetings, record minutes, and ensure follow-up correspondence is completed in a timely manner.
- Draft memorandums and other correspondence as directed by the Director, Community Services.
- Draft "Request for Decision" documents and/or presentations for Council meetings as required.
- Manage the schedule, related travel logistics and accurately maintain the calendar for the Director, Community Services as required.
- Provide administrative services as required for the Community Services department.
- Assist with Budget presentations and timelines.
- Review and investigate monthly budget inquiries.
- Assist with drafting/reviews of Policies and Bylaws.

##### MINOR

- Conduct research for the Director, Community Services as requested.

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- Provide backup support to the larger organization during the absences of the other Executive Assistants when required.
- Respond to website inquiries.
- Other duties as assigned.

### QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision.
- Grade 12.
- A minimum 3-5 years' experience as an Executive Assistant, public sector preferred.
- Advanced training as an Administrative Professional.

### SKILLS REQUIRED:

- Proficiency with Microsoft Word, Excel, PowerPoint, Outlook, and Visio.
- Familiar with internal systems Questica, Worktech, Diamond, Geomedia, Munisight, Alberta Purchasing Connection Site, FileHold.
- Ability to interact well with, and respond to inquiries from employees, Management, Council and Ratepayers.
- Basic accounting skills and familiarity with Municipal finances and budgets.
- Excellent verbal and written communication skills.
- Must be self-motivated, and able to work with minimal supervision.
- Excellent critical thinking skills.
- Working knowledge of the Municipal Government Act and the importance of due process and protocol.
- Ability to accurately record meeting minutes.
- Must maintain strict confidentiality.
- Ability to interpret, implement and adhere to organizational policies and procedures.

### WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and telephone.
- 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 overtime may be 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 Municipal District Policies and Occupational Health & Safety Regulations.
- Required to wear correct Personal Protective Equipment as per safe job procedures.

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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.

#### HOW TO APPLY:

Interested candidates may submit cover letter *(stating the position you are applying to)* and resume in one of the following ways:

By E-mail: [careers@mdgreenview.ab.ca](mailto:careers@mdgreenview.ab.ca) *(please quote the position in the subject line)*

Mail or Drop Off: Municipal District of Greenview No. 16  
4806 – 36 Ave., Box 1079  
Valleyview, Alberta T0H 3N0

Confidential Fax: 780-524-3981

**While we truly appreciate all applications, only those selected for an interview will be contacted.**

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