



Administrative Assistant – Infrastructure & Planning
Town of Edson
Permanent, Full-Time Position

August 27, 2019

Competition #: EDSOU-17

The Town of Edson is a progressive community located just half way between the majestic mountains of Jasper and the vibrant City of Edmonton that is continuously on the hunt for talented and success driven individuals. We offer an amazing opportunity to work with a dynamic group of individuals who make a valuable contribution to our Community on a daily basis.

We are currently seeking to fill the permanent, full-time position of Administrative Assistant – Infrastructure & Planning. As a member of this team, you will work directly with the General Manager, Infrastructure & Planning to ensure the smooth operation of the department on a daily basis. You will understand how to execute and track a variety of required documentation, including request for proposals, tenders and contracts. Excellent writing skills are required for preparation of presentations, Council reports and public communications. You will have an opportunity to show your administrative skills during our competency evaluation process. To learn more about this remarkable opportunity, please read the detailed job description c/w position requirements below.

If you are interested in joining our dedicated Team, please submit your cover letter c/w resume quoting the Competition #EDSOU-17 by 4:00 pm on September 13, 2019 to:

Human Resources
Town of Edson
PO Box 6300, Edson, AB T7E 1T7

Email: humanresources@edson.ca
Visit our website at: www.edson.ca/jobs

We thank all applicants for their interest, however, only those selected for interviews will be contacted.

POSITION: Administrative Assistant
Department Head: General Manager, Infrastructure & Planning

Position Duties:

- Responsible for the provision of administrative support services including but not limited to preparing correspondence and filing for the department.
- Act as recording secretary to Department, Board or Committee meetings as directed.
- Respond accurately to questions from the public regarding departmental matters, referring inquiries of a more complex nature to the appropriate supervisor or staff member.
- Receive and record monies, prepare invoice requests and prepare departmental purchase orders.
- Use a variety of time management tools including electronic calendars, to manage departmental tasks and appointments.
- Maintain departmental statistics as required.
- Assist with preparation of documents such as Contracts, Request for Proposals, Agreements, etc.
- Maintain inventory control and distribution of office supplies for the department.
- Additional department specific duties as per attached.
- Maintain and update a procedure manual for the position.
- Maintain departmental Health and Safety records.
- Actively participate in Formal Workplace Inspections in area of responsibility.
- Review pertinent Hazard Identification, Assessment and Control worksheets on an annual basis as required by the Municipal Health and Safety Program.
- Follow all Safe Work Practices and Procedures.
- Immediately report any unsafe conditions, potential work hazards or incidents to Supervisor.
- Perform other duties as directed by the Supervisor.
- Attend position related seminars as directed by the supervisor.

Position Requirements:

- Grade Twelve Diploma or equivalent. Post-secondary diploma from an accredited business school or college would be an asset.
- Must have the ability to produce and process various correspondence using advanced skills in word processing and spreadsheets applications whilst utilizing proper grammar, specialized vocabulary and terminology.
- Able to produce positive results through interaction with others: open and considerate of the needs and views of internal and external partners. Work either independently or cooperatively with others.
- Able to remain flexible and adapt to a variety of duties/responsibilities.
- Able to perform consistently in a competent manner and be punctual, organized and focused.
- Exceptional communications skills both written and verbal.

Level Requirements:

Level I

- As per position requirements.

Level II

- One year of position experience with the Town of Edson or two years related experience.
- Participation in at least one position related seminar as directed by the Supervisor.

Level III

- Three years of position experience with the Town of Edson or six years related experience.
- Participation in at least one more position related seminar as directed by the Supervisor.

Level IV

- Four years of position experience with the Town of Edson or eight years related experience.

Note: Equivalencies and related experience shall be as determined by Management.

		Probation	Level I	Level II	Level III	Level IV
Administrative Assistant	2019	\$25.50	\$26.10	\$27.58	\$29.01	\$30.76

Department Additional Duties:

Infrastructure & Planning

- Provide senior administrative support and guidance in the drafting of Departmental documents, RFP, tenders, contracts, etc.
- Manage the flow of documentation to and from the Department including recording, distributing and tracking documentation
- Plan, coordinate and organize meetings, on behalf of the General Manager
- Research and summarize findings and statistics as directed by the General Manager
- Assist with the production of communication materials as per established communication protocols
- Responsible for maintenance and control of departmental libraries
- Preference will be given to applicants with post-secondary education