



Mountain View
C O U N T Y

Employment Posting

(12 Month Term Employment – Maternity Leave)

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada T0M 0W0

T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754

www.mountainviewcounty.com

MVC03 - 2025 – Noon Friday February 21, 2025 – or until suitable candidate is chosen
Administrative Assistant – Operational Services

Full Time Term Employment - 12 Month Maternity Leave – 2025 Hourly rate: \$31.51/hr (WD, Step 1)
35 - hour work week Monday through Friday 8:00 am to 4:00 pm – 1 hour unpaid lunch

Mountain View County:

We are an engaged rural and agricultural community inspired by the unique and diverse qualities of our people and environment. Our mission is to provide high quality services in support of a healthy, safe, and vibrant rural community.

Position Summary:

Reporting to the Director of Operational Services, this position provides a variety of confidential administrative, clerical and secretarial support to the Director and Operational Services department. Schedules appointments and makes meeting and travel arrangements; serves as receptionist for the department and deals with public inquiries and concerns as appropriate; provides the public with advice information and guidance relevant to the department's focus; processes incoming and outgoing mail; transcribes or types material from written or verbal sources; may prepare and distribute meeting agendas; may serve as recording secretary for designated meetings; maintains and updates records, projects and files. This position also works in conjunction with the Director of Operations and the Finance Department for operating budget development, workorder management, and purchase order creation and application. This position creates and maintains Industry and Infrastructure contracts and agreements as required, and assists with the procurement, tender, and land/asset purchasing process needs of the department.

Specific Responsibilities:

- Develops and maintains correspondence, reports, agendas, minutes and confidential material for the Director and the department.
- Ensures the Director Operational Services is provided with sufficient information related to on-going projects. Ensures the appropriate records are prepared, published, and retained.
- Allocate expenses, code invoices, work and purchase orders while monitoring cost and project allocations to ensure within budgeted amounts. Keep Director Operational Services informed of budget expenditures.
- Receives public complaints and concerns specific to functional areas within Operational Services
- Prepares, reviews, updates, and administers road construction agreements, County Servicing Standards and Agreement, Road Use Agreements, internal procedures, and provides policy input as required.

The Candidate:

- Completion of Grade 12 or GED equivalent combined with post-secondary training in Office Administration;
- Five (5) to seven (7) years of experience, preferably in a municipal setting, in a confidential capacity at senior or administrative assistant level.
- Demonstrated organizational ability and composure to work within specific timeframes, in a fast-paced climate;
- Ability to communicate effectively using courtesy, tact and discretion in dealing with requests, complaints and clarification of information;
- Strong interpersonal, verbal and written, communication skills. With the ability to work with the public and staff at all levels with the County with minimal supervision in a multiple task environment; and
- High degree of competency in using computers in the technical areas of word processing, spreadsheets, databases and presentation software.

Submissions will be received until **Noon Friday February 21, 2025**. All applications are to be marked “*confidential*” and will be received in confidence. Submit resumes, Attention Human Resources, in one of the following ways:

- Email to hr@mvcountry.com
- Fax to (403)335-9207
- Mail to Mountain View County. 1408 Township Road - PO Bag 100, Didsbury, AB T0M 0W0

Note: For a detailed Position Description please contact Human Resources directly at 403-335-3311 ext 153 or email your request to hr@mvcountry.com

We appreciate the interest of all candidates; however only those considered for an interview will be contacted.