



MUNICIPAL DISTRICT OF RANCLAND NO. 66

Now Hiring:

The Municipal District of Ranchland No.66 is now hiring to fill the existing position of:

Executive Assistant / Legislative Services Coordinator

The Executive Assistant / Legislative Services Coordinator provides administrative support and reports to the Chief Administrative Officer (C.A.O.). The position will also provide some administrative support to department heads and assist the CAO with providing support to Council.

Core Position Responsibilities:

Executive Assistant Support to the CAO, Council and Committees including but not limited to:

- Basic correspondence, scheduling and organizing meetings, creating decision report templates, delegation of routine projects, organizing events, other duties as assigned.
- Creation of Meeting agenda packages for Council and various committees
- Maintain files for Contracts/Agreements, Policies, Bylaws, Minutes, other systems
- Basic Updating of material to the M.D. Website – uploading changed data and pictures
- Maintaining some M.D. of Ranchland Social media sites

Recording Secretary

- Attending Council and some Committee meetings to perform the recording of the minutes

Back-up role for the following:

- Front Office Clerk Position
- Phone Reception
- Front counter duties

Other potential current/future development competencies

- Health Benefits/HR programs support – Health/HR program resource person/liaison.
- Safety Program Clerical Support.
- A support role in response to Disaster Services Events/Exercises/Plans.
- Commissioner for Oaths.
- Understanding of Freedom of Information and Protection of Privacy (FOIP) matters.
- Deputy Returning Officer for Municipal Elections.
- Other opportunities / job responsibilities, as the need is identified by the Municipal District

Core Skill Competencies

Proficiency with the following Products or willingness to become proficient:

- MS- Office Suite
- MS – Outlook
- Adobe Products
- Word Press
- SharePoint
- Other relevant software
- General MS-File Explorer functionality

Proficiency in the following areas:

- competent internet navigation skills
- Superior public interaction skills and a proactive Customer Service outlook
- Developed written and verbal communication skills
- General office equipment skills
- Ability to act with discretion while maintaining a professional demeanor under occasionally stressful circumstances.
- Ability to maintain required confidentiality on relevant municipal matters.
- Ability to commute to the office worksite 12 months per year
- Able to accommodate occasional evening work hours for Council and Committee meetings

Other Requirements:

- RCMP Criminal Records Check
- Valid Driver's License with current Driver's Abstract

Education and Experience

- Minimum High School Diploma
- Minimum 3 years related experience in an Executive Assistant / Legislative Assistant or similar capacity. Equivalencies may be considered.
- Post-secondary diploma/certificate in Office Administration/Business Administration or relevant discipline considered an asset.
- Experience working in a municipal government environment considered an asset
- Education in Local Government Administration considered an asset

Application Return:

Please quote: ***"E.A./ Legislative Services Coordinator"*** in the reference field and send us a resume and cover letter by 4:30 p.m., August 10th, 2022, to:

Email: cao@ranchland66.com