



JOB OPPORTUNITY

ADMINISTRATIVE ASSISTANT PLANNING AND DEVELOPMENT

The opportunity

Leduc County is looking for an experienced and highly motivated Administrative Assistant in the Planning and Development department to join our team. Reporting to the Director of Planning and Development, this exciting opportunity supports the departments financial budgeting, and operational and departmental activities and reporting for compliance with corporate standards, processes, and relevant legislation. As a member of the Planning and Development team, the administrative assistant is a key contributor to the achievement of the department's operational deliverables.

About us

The safety of our staff and citizens is our primary concern and we are dedicated to providing and maintaining a healthy work-life balance and environment for our employees.

Leduc County's mission is to serve its citizens and create an enhanced quality of life through effective leadership, committed partnerships and open, transparent communication. Our vision is to be a leading member of the Edmonton Metropolitan Region, offering an economic advantage, sustainable agricultural network, environmental leadership and an unsurpassed quality of life.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment, and you are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

You are a focused administrative assistant professional with strong verbal and written communication skills who has a proven record producing reports and documents in various business formats that are error free and grammatically correct. If your project coordination, multitasking and organizational skills are second to none and you excel at working under pressure, prioritizing tasks, quickly adapt to change and have a keen eye for detail, keep reading because we want to hear from you!

What you will do

- Support and organize the development and monitoring of the department's operational plan by consolidating and integrating the actions and strategies of the Planning and Development department's work groups.
- Complete day-to-day work assignments and general administrative tasks to meet service area deliverables.
 - Prepares routine and non-routine correspondence and documentation for signature with a level of communication appropriate given the

- audience, adherence to corporate standards, and proof reads materials for consistency, grammar and spelling.
- Provides administrative support to the Regional and Long Range Planning group and to the Director through prioritizing work in a changeable environment.
- Organizes public meetings, teleconferences, conferences, special events, and visits.
- Maintains action lists to ensure timely resolution.
- Supports the coordination and preparation of the department's operational budget and periodic financial variance reporting within expected timelines.
- Provides support to the Director - Planning and Development by tracking reports, projects, and organizational deliverables for completion within expected timelines.
- Contributes to the development of administrative directives and procedures in compliance with the applicable legislation.
- Researches and compiles background information on a variety of subjects used in planning, decision-making and the preparation of presentation materials, briefing notes and project updates that support departmental special projects, studies, and reports.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Performs related duties as required and assigned

What you need to succeed

Must-have

A two-year diploma or certification in Business or Office Administration and three (3) years of administrative experience with a minimum of three (3) years' experience in a planning and development setting. Proficiency in Microsoft Office applications, including word processing, spreadsheets, and databases is also required.

Nice to have

Familiarity with municipal budgeting process and operations, knowledge of planning and development in rural communities, and membership in the *Alberta Municipal Clerks Association* along with familiarity with other software programs and databases for presentations, report writing, data and financial management are assets.

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary between **\$52,632 - \$65,790**, municipal pension plan, (3) three-week vacation allocation, and an employer-paid comprehensive benefits package.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The opportunity is in our Leduc County office located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted on our website at careers.leduc-county.com to be considered. This opportunity will remain open until a suitable candidate is found.

We thank all applicants however only those selected for an interview will be contacted.

