Town of Drayton Valley



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| **EMPLOYMENT OPPORTUNITY** | | | |
| **Position Title** | ADMINISTRATIVE ASSISTANT/CLERK III | | |
| **Department** | ADMINISTRATION | **Reporting To** | ASSISTANT TOWN MANAGER |
| **Level/Grade** | Full Time Permanent  Part-Time Temporary  Contract Casual | **Closing Date** | August 4, 2015 |

**Responsibilities**

Reporting to the Assistant Town Manager, the Administrative Assistant provides both support to the Executive Assistant and may also assume the role of the Executive Assistant during his/her absence. While the Administrative Assistant primarily provides a supporting role to the Executive Assistant, this position also has its own set of administrative responsibilities as it applies to the office of the CAO and Assistant Town Manager.

**Equipment/Machine Operated**

 Telephone

 Computer

 Printer/Scanner/Photocopier

 Fax Machine

**General Duties**

**The Administrative Assistant performs various duties that are not limited to, but include:**

 Administrative support for the Executive Office

 Receive and distribute e-mail and land mail correspondence

 Receive, sort and direct telephone and customer inquiries

 Scheduling of appointments and meeting dates with committee members and the Supervisor

 Work cooperatively with the Legislative Services Coordinator in meeting the needs of Council and the

Executive team.

 Assistance in Special Events planning

 Prepare and distribute correspondence

 Prepare and distribute meeting agendas and minutes

 Minute-taking

 Organize routine office activities

 Database entries and maintenance for various community initiatives

 Communicate and coordinate projects with committee members

 Communicate Department activities to other departments within the organization

 established filing procedures

 Maintain Department filing system

 Other administrative duties as assigned

**Qualifications**

 High School Diploma

 Demonstration of solid customer service skills

 Excellent telephone etiquette and written/verbal communication skills

 Computer competency in Windows applications – Microsoft Word, Excel, Microsoft Publisher, Internet, data base applications, and network systems

One year of secretarial experience in a similar position.

**Salary / Benefits**

The Town offers an excellent benefits package and pension plan. Salary is commensurate with education and experience.

**Additional Information**

Please submit a cover letter outlining your skills and experience along with your resume in confidence to: Personnel & Safety Coordinator

Town of Drayton Valley

Box 6837

Drayton Valley, AB, T7A 1A1

Fax: (780)542-5753

Email: [personnel@draytonvalley.ca](mailto:personnel@draytonvalley.ca)

**Deadline to apply is no later than 4:30 pm on Tuesday, August 4, 2015.**

*We thank all applicants for their interest. However, only those selected for an interview will be contacted. All information collected for the above offer of employment is done under the provision of the Freedom of Information and the Protection of Privacy legislation and will be used only for the evaluation of candidates.*