



Parkland County  
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employment@parklandcounty.com



Interested candidates are invited to forward their application/ resume, quoting the Competition Number by mail, fax or e-mail.

Please note that if you are applying by email, ensure that your resume is sent in either a Microsoft Word format (.doc/.docx), Rich Text Format (.rtf), or Adobe Acrobat Portable Document Format (.pdf).

Parkland County has a nepotism policy in effect. Please contact Human Resources for further information on this policy (including the definition of a relative under this policy).

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

The personal information submitted pursuant to this advertisement is being collected under the authority of the Municipal Government Act and will be used for Parkland County employment opportunities only. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

# Employment Bulletin

With a population of 30,568, Parkland County offers a range of municipal services and a vibrant mix of agricultural, residential, industrial and recreational opportunities. This unique rural area is situated on the west outskirts of Edmonton, just 20 minutes from downtown, and stretching over 2438 sq. km. of picturesque landscapes. We are currently inviting applications for an:

## **ADMINISTRATIVE ASSISTANT, INFORMATION SERVICES**

(Temporary, Full-time)

Parkland County has a Temporary, Full-time position available in the Information Services Department for an Administrative Assistant until approximately December 2016. Reporting to the Manager, Information Services, you are responsible for providing administrative support to the Department. The main areas of responsibilities include supporting technical staff in areas such as software license maintenance; administering loaner equipment and sign-out; and doing new hire orientations. Duties also include in-person and telephone reception, typing, mail processing, conference and course registration/travel arrangements, records management, research and special projects. This position requires strong writing and organizational skills complemented by superior interpersonal skills and good analytical and problem solving skills.

### **QUALIFICATIONS:**

- Grade 12 supplemented by post-secondary administrative training. Information Technology and/or Geographic Information Services training would be an asset.
- Minimum of three (3) years of progressively responsible office experience.
- Proficiency in Microsoft Windows and Office, SharePoint would be considered an asset.
- Valid Class 5 Driver's License. A current Driver's Abstract must be provided.

<b>Competition Number:</b>	16-67MIN
<b>Rate of Pay:</b>	\$54,949 per annum
<b>Hours of Work:</b>	7 hours/day; 35 hours/week
<b>Competition Closing Date:</b>	Wednesday, June 29, 2016 at 4:30 p.m.