



Cardston County

Employment Opportunity

Communications Clerk & Executive Assistant

Cardston County is now accepting applications for the position of Communications Clerk & Executive Assistant. This position reports directly to the Chief Administrative Officer (CAO) and is responsible for the overall coordination and execution of the County's communications plan, as well as providing executive and legislative support for the CAO and Council.

Term: Permanent Full-time

Location: Cardston, Alberta

Application Deadline: June 9, 2017 at 4:30pm, or until a suitable candidate is found.

Job Description:

This position works closely with all departments, County Council, community organizations, other levels of government, and residents to coordinate the County's communications and legislative process. The Communications Clerk & Executive assistant is primarily responsible for managing the County's website and social media accounts, as well as preparing Council, Municipal Planning Commission, and Agricultural Services Board meeting agendas and minutes.

Job Requirements:

- ✓ High school diploma and a post-secondary degree or diploma in a related field is preferred.
- ✓ Experience with web design, social media, and graphic design is preferred.
- ✓ Experience with the Microsoft Office and Adobe software suites is required.
- ✓ Ability to write and edit correspondence and reports with an eye for detail is required.
- ✓ Working knowledge of how municipal and provincial governments function is preferred.
- ✓ Working knowledge of meeting procedure and minute-taking is preferred.
- ✓ Working knowledge of the government grant process and experience preparing funding applications is preferred.

To Apply:

If you are interested in applying, please mail, fax, email, or drop off your resume to:

Attention: Murray Millward, Chief Administrative Officer

PO Box 580

1050 Main Street

Cardston, Alberta T0K 0K0

Email: murray@cardstoncounty.com

Phone: (403) 653-4977

Fax: (403) 653-1126

Cardston County offers competitive wages and benefits package. We would like to thank all that apply. However, only those selected for an interview will be contacted. The full job description can be found at www.cardstoncounty.com

P.O. Box 580, Cardston, Alberta TOK OKO

Phone: (403) 653-4977 Fax: (403) 653-1126 Email: office@cardstoncounty.com



CARDSTON COUNTY

Position Description

POSITION TITLE: Communications Clerk & Executive Assistant

REPORTING TO: Chief Administrative Officer

Date of Latest Revision: May 24, 2017

SCOPE

The Communications & Executive Assistant reports directly to the Chief Administrative Officer (CAO) and is responsible for the overall coordination and execution of the County's communications as well as providing executive and legislative support to the CAO and Council.

The Communication & Executive Assistant works closely with all departments to coordinate and implement the County's communications and legislative processes.

A. RESPONSIBILITIES

Technical

- Coordinating all corporate communications, including the County's website, social media, flyers, posters, and local and regional news outlets.
- Developing, implementing, and maintaining the County's Communications Plan and Communications Policy.
- Recording and maintaining Council, Municipal Planning Commission, and Agricultural Services Board meeting minutes, bylaws, policies, etc.
- Assembling and distributing Council, MPC, and ASB meetings agendas, researching agenda items and creating agenda reports, and any other activities to ensure that meeting agendas are accurate and relevant.
- Researching and writing reports, recommendations, bylaws, policies, plans, etc. for Council and administration.
- Drafting and editing routine correspondence for a variety of audiences.
- Maintaining the County's website and ensuring that information is accurate and up-to-date.
- Designing graphics and posters for various events.
- Researching grant opportunities, preparing grant applications, and completing the grant application process.
- Assisting with answering phone calls from residents and assisting with front desk inquiries when necessary.
- Liaising with community organizations to coordinate communications and grant funding applications.

- Acting as the Emergency Communications Officer.
- Acting as the Utilities Clerk.
- Developing and executing effective citizen consultation and engagement processes.
- Providing assistance to Council and administration for strategic planning meetings.
- Developing and carrying out special events and initiatives.
- Other clerical duties that may be assigned by the Chief Administrative Officer or Office Manager from time to time.

B. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- ✓ High school diploma and a post-secondary degree or diploma in a related field is preferred.
- ✓ Experience with web design, social media, and graphic design is preferred.
- ✓ Experience with the Microsoft Office and Adobe software suites is required.
- ✓ Ability to write and edit correspondence and reports with an eye for detail is required.
- ✓ Working knowledge of how municipal and provincial governments function is preferred.
- ✓ Working knowledge of meeting procedure and minute-taking is preferred.
- ✓ Working knowledge of the government grant process and experience preparing funding applications is preferred.

Skills

The incumbent must demonstrate the following skills:

- ✓ team building skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ attention to detail and high level of accuracy
- ✓ computer skills including the ability to
- operate and manage computerized spreadsheet and word-processing programs, and email at a highly proficient level
- ✓ effective written communications skills
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Communication Clerk & Executive Assistant. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess the ability to work in collaborative environment
- ✓ be flexible
- ✓ demonstrate sound work ethics

WORKING CONDITIONS

Physical Demands

The Communication Clerk & Executive Assistant will spend long hours sitting and using office equipment and computers, which can cause muscle strain.

Environmental Conditions

The incumbent is located in a busy office. The incumbent is faced with constant interruptions and must meet with others on a regular basis.

Sensory Demands

The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer preparing detailed reports which requires attention to detail and high levels of accuracy.

Mental Demands

The Communication Clerk & Executive Assistant must meet multiple deadlines and will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

An equivalent combination of education and experience may be considered.

D. DECLARATION:

As the present incumbent of this position, I hereby certify that I have read this description, and that I accept it as being a true representation of the typical duties and level of responsibilities assigned to the position of **Communication Clerk & Executive Assistant** for Cardston County.

Date

Employee's Signature

Date

Chief Administrative Officer Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.