

EMPLOYMENT OPPORTUNITY WOODLANDS COUNTY



Administrative Assistant – Protective Services - Competition No: 2025-21

Woodlands County has an exciting opportunity for an **Administrative Assistant, Protective Services**. Reporting to the Manager, Protective Services, the Administrative Assistant will provide efficient and effective support, including but not limited to directing calls; receiving, recording and preparing correspondence; invoicing for services, and reports; organizing, creating, and maintaining records and files, databases, and any other related record-keeping documentation for the Protective Services department, including Fire Stations, Health & Safety, and contracted Peace Officer services.

Duties & Responsibilities

- Maintaining reports, entering and maintenance of personnel files, training records, monthly timesheet; preparing departments monthly payroll, and asset inventory for Woodlands County's four fire stations.
- Ensure motor vehicle collision reports are complete, information processed and sent to Corporate Services for invoicing in accordance with Woodlands County bylaws and Alberta Transportation policies.
- Process billing and/or letters, requests for payment for any Alberta Wildfire or District 1 (Town of Whitecourt) incidents and County Protective Services residential alarm calls.
- Assist with preparing grant applications, grant claims/invoices for training, equipment, and capital projects.
- Assist with administration of any Disaster Recovery Program applications, Alberta Wildfire program/grant applications and any other Government of Alberta documentation programs required.
- Provide administrative support for policy, procedure, guideline, and plan revisions, including information gathering, document preparation, and version control.
- Assist in the collection and compilation of statistics, awareness/education articles and other associated information and ensure and monitor for County Council, website, and/or social media.
- Attendance (after hours), preparation of agendas, packages, and minutes for Fire Chief/Fire Officer meetings.
- In collaboration with Manager, Protective Services and station Training Officers, provide assistance to coordinate training activities, applications, and certifications.
- Assist in drafting "Request for Decision" documents and presentations for Council agendas/packages as required.
- Provide support to and assist with planning on Protective Services special projects and events, as required.
- Respond in a timely and accurate manner to questions or enquiries from the public regarding departmental matters.

Qualification & Education Requirements

- Office Administration Certificate, or Business Diploma, or equivalent experience.
- Proficiency with Microsoft PowerPoint, Microsoft Word, Excel and Adobe Acrobat.
- Incident Command System (ICS) 200 or higher training.
- Familiarity with GIS mapping would be an asset.
- Exceptional data entry and communication skills, both written and verbal.
- 3 or more years practical experience in a Municipal Government environment would be an asset.

POSITION TYPE

Full-time
Permanent

HOURS OF WORK

Monday to Friday
8:15am – 4:30pm

SALARY RANGE

\$56,000.00/yr to \$73,000.00/yr

COMPETITION CLOSE DATE

Until suitable candidate is selected

HOW TO APPLY

Submit your cover letter and resume email to:

hr@woodlands.ab.ca

Please reference the competition number.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

ABOUT OUR MUNICIPALITY

Woodlands County is a rural municipality approximately 150 kilometers northwest of Edmonton, with an area of 7,668 square kilometers. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 5,250 people, Woodlands County is a thriving natural playground, welcoming families, businesses, and tourists alike to experience and enjoy all there is to offer.

CONTACT US

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