



EMPLOYMENT OPPORTUNITY

Executive Assistant

Who WE Are

The Town of Crossfield, located just 30 minutes north of Calgary and 15 minutes from Airdrie, is a fast-growing, vibrant community with a population of over 4,200 residents. As a mid-sized town, Crossfield offers the perfect blend of small-town charm and access to big-city amenities, making it an ideal place to live and work. Our progressive, collaborative work environment is built on teamwork, innovation, and a shared commitment to enhancing the quality of life for our residents. Join us in helping shape the future of Crossfield as we continue to grow and thrive.

YOUR Opportunity

The Town of Crossfield is seeking a proactive and organized Executive Assistant to support the Senior Leadership Team (SLT) and enhance municipal operations. This role ensures smooth administrative processes, effective interdepartmental communication, and the successful delivery of services. Reporting to the Administrative & Legislative Services Manager, the Executive Assistant sets the standard for administrative excellence. The position requires a detail-oriented, energetic professional with excellent communication, planning, and organizational skills, as well as strong political and business acumen to manage multiple priorities effectively.

YOUR Essential Functions

Senior Administrative Support:

- Provide administrative support to the Chief Administrative Officer (CAO) and the SLT, including drafting correspondence, preparing presentations, and conducting research for reports and briefing materials.
- Manage schedules, travel, and meetings for the CAO and SLT.
- Support process improvements within the organization.

Records Management:

- Coordinate and implement the Town's records management program.
- Manage and organize municipal records in compliance with legislation and policies, ensuring proper retention and destruction.
- Implement and maintain electronic document systems for efficient retrieval.
- Conduct regular audits for accuracy and compliance, and train staff on records management best practices.

Contract and Agreement Administration:

- Maintain an up-to-date database of municipal contracts and agreements, tracking key deadlines and compliance.
- Assist in drafting, reviewing, and organizing agreements with departments and legal advisors, ensuring secure storage and accessibility.

Website Management:

- Administer the municipality's website, ensuring accurate, updated content and user-friendly structure. Manage a framework for timely updates and conduct regular audits for consistency, accessibility, and compliance.
- Address inquiries and feedback regarding website functionality and content.

Census Management:

- Plan, organize, and oversee the biennial municipal census, including contracts, scheduling, staffing, and logistics.
- Ensure compliance with legislative requirements related to census data collection and reporting.
- Analyze census data and prepare comprehensive reports to inform municipal planning and decision-making.

What YOU Bring**Education & Experience:**

- Diploma or degree in Business Administration, Project Management, Public Administration, or a related field.
- Minimum of 3-5 years of experience in project coordination or administrative roles, preferably within a municipal or government setting.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and project management tools.
- Working knowledge of relevant and applicable federal, provincial, and municipal legislation, including the Alberta Municipal Government Act, and other associated bylaws, regulations, processes and policies is an asset.

Skills & Abilities:

- Excellent communication and public relations skills (both written and verbal).
- Strong planning, project management, analytical, and organizational skills.
- Self-motivated, independent, exercising sound judgment.; comfortable working with minimal direction and as part of a team.
- Impeccable attention to detail, high level of accuracy.
- Ability to manage multiple priorities and meet deadlines effectively in a fast-paced environment.
- Ability to maintain confidentiality in dealing with sensitive internal and external information.
- Ability to deal with difficult situations with tact and diplomacy.
- Flexibility and adaptability in a dynamic work environment.
- Interpersonal skills to foster collaboration across departments and with external partners.
- Commitment to fostering a safe and inclusive workplace.

Other Duties:

- Build and maintain strong relationships with internal and external stakeholders, including municipal, provincial, and federal agencies.
- Continuously improve processes for efficiency and contribute to a positive work environment.
- Perform other related duties assigned by the SLT.

What WE Provide

This is a full-time position (35-hour work week) Monday to Friday; some evenings and weekends may be required. The Town of Crossfield offers a competitive wage, pension plan, excellent benefits package, and a supportive team environment.

Join the Town of Crossfield and be an integral part of a dedicated and community-focused team!

How to Apply:

Interested candidates are invited to submit their resume and cover letter to:

Human Resources

Town of Crossfield

Box 500, Crossfield, Alberta T0M 0S0

Email: hr@crossfieldalberta.com

The position will remain open until **February 21, 2025**. Please note that all applicants must be legally entitled to work in Canada. We thank all applicants for their interest; however, only those selected for an interview will be contacted.