

Village of Carbon

EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT

Permanent Full-Time

The Village of Carbon is looking for an individual who can work in a fast paced environment as a dynamic team member with a keen eye for detail, the ability to multitask and to play an essential role in supporting the Management Team. The main responsibilities may include any of the following: Accounts payable, utilities, property taxes and customer service.

The successful candidate must have strong financial accounting skills, advanced Microsoft Excel ability, and the capacity to cross-train for multiple responsibilities. Some after hours meeting attendance may be required.

The goal will be to ensure accurate financial and administrative operations for the Village of Carbon, while providing accurate and timely information in an effective and efficient manner.

Requirements:

- Provide documentation of completion of a grade 12 diploma or GED diploma
- Post-secondary education in accounting or business would be an asset.
- High level of competency with Microsoft Excel essential.
- Must have Muniware accounting software and Municipal experience.
- Effective communication skills and the ability to understand oral and written instructions is essential.

WORK HOURS: Full time, 8 hours per day, 40 hours per week.

RATE OF PAY: Negotiable

Emailed resumes are preferred and can be sent to

carbon.cao@gmail.com

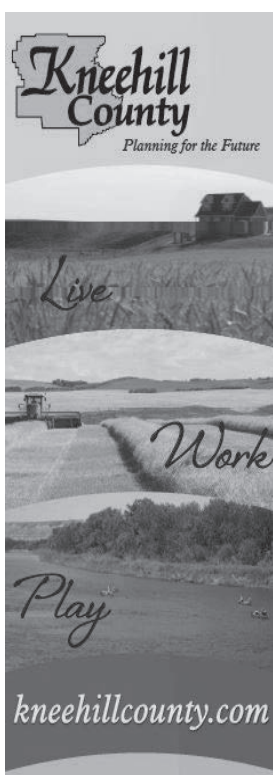
referencing "ADMINISTRATIVE ASSISTANT" in the subject line.

Applicants are advised to also provide a cover letter that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience, and relevant examples of required competencies.

The Village of Carbon thanks all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

This posting will remain open until a suitable candidate is found

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Municipal Assistant III – Planning and Development

Kneehill County has a permanent full time opportunity available within our Municipal Services team, as a Municipal Assistant III - Planning and Development. Under the direction of the Manager of Planning and Development, this administrative position is responsible for providing support for day to day administrative duties for the Planning and Development department. The position will also serve as the recording secretary to the Municipal Planning Commission. The successful candidate will have excellent organization skills, strong attention to detail, municipal experience and a positive customer service philosophy.

Further information can be found on our website: www.kneehillcounty.com

If you feel that you have the skills and experience to succeed with us, we invite you to submit your resume and cover letter for consideration prior to December 21, 2018.

We offer a competitive salary along with a 100% employer paid benefits program.

We will respond to all applicants.

Kneehill County
Box 400
Three Hills, AB T0M 2A0

Attention: Jessie Kasha
Human Resource Coordinator
Email: employment@kneehillcounty.com

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EMPLOYMENT OPPORTUNITY COMMUNITY PEACE OFFICER



Starland County is seeking an energetic, self-motivated and community driven individual that is committed to providing a professional level of service as a Community Peace Officer (CPO). This is a Level 1 CPO position pursuant to the Peace Officer Act and is a Bylaw Enforcement Officer pursuant to the Municipal Government Act. You will provide effective patrol coverage while ensuring public awareness and enforce all Traffic Laws, County Bylaws, and authorized Provincial Statutes in a fair and consistent manner. In addition, the CPO will assist with Emergency Response agencies, County departments, and outside agencies as required. This position would ideally also serve in an educational role advising our departments on National Safety Codes compliance and potentially training new staff. Excellent judgment, interpersonal and public relation skills in promoting positive customer relations on behalf of the County are essential attributes for this position.

The required qualifications for this position include:

- Minimum two year diploma in law enforcement, criminal justice or related field
- Must meet all requirements of Alberta Solicitor General Department to obtain a Level One Community Peace Officer appointment
- 3-5 years' experience as a Community Peace Officer Level 1 Certification
- Training in OC spray, ASP Baton, experience in traffic enforcement and familiarity with traffic related legislation
- Obtain a clear Criminal Record Check conducted by the RCMP
- Successful completion of an approved Physical Ability Requirement Evaluation (PARE) test
- Knowledge of commercial vehicle legislation and enforcement
- Valid Class 5 Alberta Operators Drivers License

This opportunity is a full-time permanent position that requires you to work flexible hours. A competitive salary and excellent benefits package is available. The successful candidate must have the ability to represent the County in a professional competent manner.

If this opportunity is of interest to you, please forward your resume to the address below no later than January 4, 2019.

Starland County
Box 249

Morrin, AB T0J 2B0
Attention: Kory Schofer
Human Resources Coordinator

Fax: 403.772.3807

Email: Kory@starlandcounty.com

We want to thank all applicants for their interest, however, only those selected for an interview will be contacted.

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