

## August 2021 Meetings

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### Council Meetings

Flagstaff County Council Meetings are conducted the 2nd and 4th Wednesday of each month commencing at 9 a.m. unless otherwise planned.

Council and Committee meeting agendas are available at the County's website at: [flagstaff.ab.ca/council/meetings-and-minutes](http://flagstaff.ab.ca/council/meetings-and-minutes)

**County Office:** 780-384-4100  
1-877-387-4100

**Email:** [county@flagstaff.ab.ca](mailto:county@flagstaff.ab.ca)

### Stay Connected with Us:



**Office Hours:**  
Monday to Friday  
8 a.m. - 4 p.m.  
(Closed Noon - 1 p.m.)

**Address:** 12435 Township Road 442  
P.O. Box 358  
Sedgewick, AB T0B 4C0

***flagstaff.ab.ca***



### Flagstaff County Vision:

To be a strong, vibrant and sustainable regional community of communities through collaboration and a focus on economic, social and environmental cooperation that contributes to a rural essence and quality of life.

To view the full job description, please refer to the Flagstaff County website at [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca)

Interested candidates are encouraged to submit their resume along with a cover letter by mail or email to:

Flagstaff County  
12435 Township Road 442,  
PO Box 358  
Sedgewick, AB T0B 4C0  
Phone: (780) 384-4100

**Contact:**  
Cheryl Bergman,  
Executive Assistant  
Email: [cbergman@flagstaff.ab.ca](mailto:cbergman@flagstaff.ab.ca)

Thank you to all applicants for your interest in Flagstaff County; however, only those chosen for an interview will be contacted.

Flagstaff County is recruiting for the temporary full-time term position of:

## Administrative Assistant — Legislative

### Summary of Position:

The Administrative Assistant is responsible for providing administrative support to the Executive Assistant with some key responsibilities as follows:

- Assist in, and in the absence of the Executive Assistant, responsible for Council and Committee meeting agenda preparation in accordance with the Procedural Bylaw, including preparation of information, creation of the electronic meeting package, recording and preparation of the minutes, and follow-up on issues and delegated tasks as required.
- Responsible for the agenda preparation for the Health and Safety Leadership Committee, Maintenance Shop Health and Safety Committee, and Emergency Management which includes preparation of the background information, creation of the electronic meeting package, recording and preparation of the minutes, and follow-up on the issues and delegated tasks as required.
- Assist in maintaining and updating the Health and Safety Manual, hazard assessments, training and task lists, annual incident summaries, new employee orientation packages, Commercial Vehicle Safety program manual, Occupational Injury Service and Workers Compensation Board duties.
- Assist in maintaining and updating the Municipal Emergency Plan, assist in planning exercises, and develop and maintain an Emergency Operations Centre (EOC) inventory checklist. Maintain the "Main Event Log" when the EOC is operational.
- Assist in the preparation and maintenance of bylaws, agreements, policies and procedures.
- Prepare correspondence, documents and reports as requested to the Legislative and Health and Safety departments.
- Provide backup assistance to the Receptionist.
- Receive and respond to public inquiries in a professional manner and provide assistance where necessary.
- Assist in gathering information and preparation of summaries or special projects as required.
- Maintain administration department filing, including Laserfiche, to ensure an orderly and efficient filing system, including archiving and records clean up/destruction.
- Coordinate and register Council and staff for conferences, workshops and seminars including making necessary arrangements for travel and accommodation as required.
- Schedule and organize monthly staff meetings and minutes and complete any follow up required.
- Develop and maintain a good working knowledge of County policies, procedures and bylaws, the Municipal Government Act, Safety Codes Act, Occupational Health and Safety Act, and other relevant legislation.
- Responsible for ensuring compliance with Flagstaff County Policies, the Health and Safety Program and the Human Resources guidelines and procedures.

### Qualifications:

- One (1) year post-secondary education in business/office administration or equivalent experience.
- Knowledge of local government procedures and experience in a municipal environment will be an asset.
- Proficiency in Microsoft Office applications.
- Ability to develop clear and concise reports, correspondence and other written materials, with excellent communication, organizational and accuracy skills.
- Ability to establish and maintain effective working relationships in the course of work, including the ability to work cooperatively in a team environment as well as independently.
- Ability to perform a variety of tasks and prioritize the use of time to meet deadlines.

**Position Type:** Temporary Term Position, until May 2022  
**Hours of Work:** Monday to Friday, 7 hrs/day—35 hrs/wk  
**Salary Range:** \$27.28—\$33.55  
**Closing Date:** Until suitable candidate is found



## Public Works Updates

Please refer to [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca) for up-to-date road work happening throughout the County.

### Road Recovery

Crews will continue working on the following shoulder pulling project this week:

- Southwest of Forestburg on Range Road 160, south from Highway 53 to Township Road 410 for 6.0 miles.

### Gravelling Crews

As the summer re-gravel program is underway, please be aware of gravel trucks on County roadways. Please slow down when passing gravel trucks to avoid loose gravel.

### Strome Lagoon Repairs

Flagstaff County is performing major repairs at the Strome lagoon, located north of Strome on Rge Rd 151.

If possible, please take an alternate route to avoid the construction.

### Public Works Services

Please visit the Flagstaff County website at [flagstaff.ab.ca](http://flagstaff.ab.ca) for information regarding Gravel Sales, Residential Laneway Maintenance, Road Maintenance, Hamlet Services, and more.

*Please keep in mind that our seasonal crews will be out working on our roadways and to use extreme caution while travelling on these roads while they are being maintained in any way. We thank you in advance for your cooperation during this season.*