

## March 2022 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
- Cancelled Meeting

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 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 with a cover letter and state salary expectations to:

**Flagstaff County**  
12435 Township Road 442,  
PO Box 358  
Sedgewick, AB T0B 4C0

**Contact:**  
Shelly Armstrong, CAO  
[sarmstrong@flagstaff.ab.ca](mailto:sarmstrong@flagstaff.ab.ca)  
Direct Line: 780-384-4101

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 permanent full-time position of:

## Agricultural Fieldman

### Summary of Position:

The Agricultural Fieldman is responsible for the overall operations of the Agricultural Service Board (ASB) and Recreational Parks departments in order to implement and manage sound agricultural programs for the public, as determined by the Agricultural Service Board (ASB) and within parameters of related federal, provincial and municipal legislation including: Soil Conservation Act, Weed Control Act, Agricultural Pests Act and Agricultural Service Board Act.

The Agricultural Fieldman is responsible for completing the total objectives of the Flagstaff County Business and Strategic Plan in accordance with policies and bylaws established by County Council.

### Some key responsibilities are as follows:

1. Manages the short and long-term planning, operation, delivery and evaluation of all Agricultural Service Board (ASB) and Recreational Parks programs and services within existing policies. Develops new programs and policies in consultation with and under the direction of Council, the ASB and the Chief Administrative Officer.
2. Is a member of the County's senior management team and provides technical and administrative support to the organization and its stakeholders.
3. Prepares, monitors and is responsible for managing the department business plan within the approved budget.
4. Prepares agendas for the Agricultural Service Board and other ASB related committee meetings and has all required background information such as program progress and budget implications.
5. Shall act as a designated officer under the Agricultural Service Board Act; municipal inspector under the Weed Control Act; Pest Control Officer under the Agricultural Pests Act; and Soil Conservation Officer under the Soil Conservation Act.
6. Provides leadership and works with department staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices which support the County's vision.
7. Researches, prepares and administers grants or grant opportunities.
8. Oversees recruitment, supervision, training and performance management of department personnel and makes recommendations to the Chief Administrative Officer.
9. Maintains membership in good standing with the Association of Alberta Agricultural Fieldman.

### Qualifications:

- A minimum of a post-secondary diploma in agricultural/environmental related discipline.
- A minimum of five (5) years of related experience in an agricultural services management role; with a strong working knowledge of the principles and practices of management and supervision to enable him/her to perform his/her duties completely and effectively.
- Thorough knowledge of agricultural practices with a strong understanding of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records, organization and local government as well as the functions of an appointed committee.
- Ability to develop clear and concise reports, correspondence and other written materials, with excellent communication skills.
- Ability to establish and maintain effective working relationships with other governmental and regulatory officials, management teams and staff, contractors and others encountered in the course of work.
- Pesticide Applicators Certificate (Agricultural/Industrial).
- Valid class 5 driver's licence.
- Proficiency in Microsoft Office applications.

All candidates are required to undergo and pass a drug and alcohol screening as a condition of employment.

**Position Type:** Full-Time Position  
**Hours of Work:** Monday to Friday, 7 hours/day  
**Closing Date:** Until a suitable candidate is selected.



## FLAGSTAFF COUNTY 2022 SEASONAL EMPLOYMENT OPPORTUNITIES

### Public Works

- ◆ **Class 1 Truck Driver and Light Equip. Operator**  
1 Position — April to November 2022
- ◆ **Class 1 or 3 Truck Driver and Light Equip. Operator**  
1 Position — April to November 2022
- ◆ **Class 3 Truck Driver and Light Equip. Operator**  
1 Position — April to November 2022

### Agricultural Service Board

- ◆ **Herbicide Applicator — Custom**  
1 Position — May 2 to August 31, 2022
- ◆ **Agricultural Inspector**  
1 Position — May 2 to August 31, 2022
- ◆ **Roadside Herbicide Applicator**  
1 Position — May 2 to August 31, 2022

Please send applications referencing the position to:

**Flagstaff County**

12435 Twp Rd 442

Box 358

Sedgewick, AB T0B 4C0

Fax: 780-384-3635

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

PH: 780-384-4100



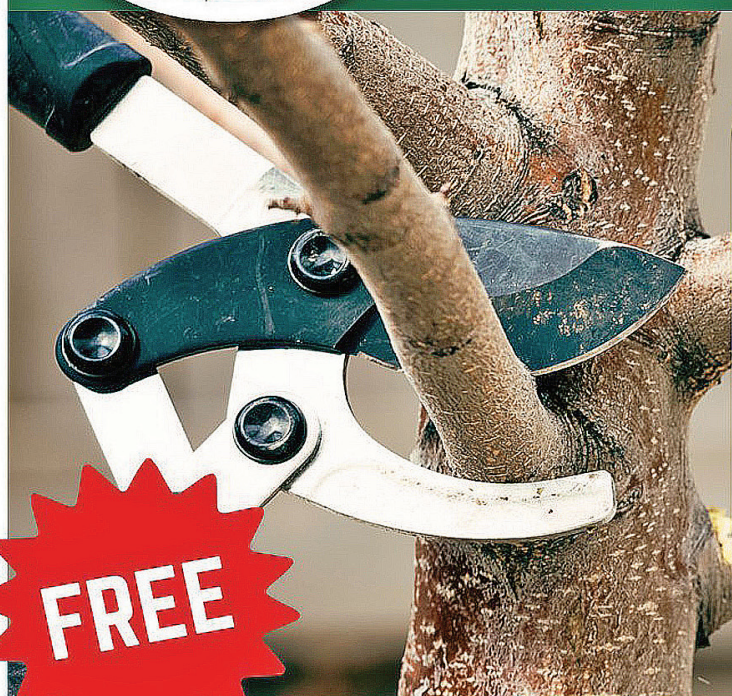
**Application Deadline: Friday, March 25, 2022**

For further information or a job description, please visit our website at [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca)

We thank all applicants for their interest in these positions. Only those applicants chosen for an interview will be contacted.



# PRUNING 101



FREE

**April 7, 2022**

**5 p.m. to 8 p.m.**

**Location: Flagstaff County office and a nearby acreage.**

**Call 780-384-4100 to register for this in-person workshop.**

**With Toso Bozic,  
the Tree Whisperer**

