

August 2024 Meetings

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 28 | 29 | 30 | 31 | 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

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

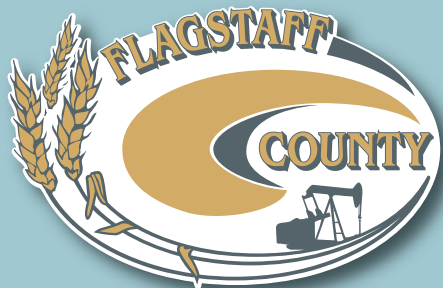
Email: county@flagstaff.ab.ca

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



Why Work With Us: At Flagstaff County; we're committed to building a stronger, vibrant, and sustainable community. We actively engage with local communities, businesses, and government bodies, ensuring transparent financial management and promoting environmental sustainability.

Flagstaff County's Vision and Principles:

Vision: At Flagstaff County, we envision a vibrant and sustainable regional community that preserves our rural essence and enhances the quality of life for all residents.

Principles: Our Council has established three fundamental principles that guide our actions and decision-making: **collaboration, fiscal leadership & environmental responsibility.**

Flagstaff County is unwavering in our dedication to these principles, and they form the foundation of our work. Join our team and contribute to the betterment of our community while upholding these core values.

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

Contact:
Human Resource Department
Email: Human.Resources@flagstaff.ab.ca
Direct: (780) 384-4109

For the full job description please visit: www.flagstaff.ab.ca

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

ADMINISTRATIVE ASSISTANT- CORPORATE SERVICES

Position Overview: Reporting directly to the Corporate Services Director, the Administrative Assistant – Corporate Services position is responsible to perform administrative and reception duties as outlined below.

Key Responsibilities:

- Reception and Customer Service:** Perform main reception duties, handle customer inquiries, and maintain positive public relations.
- Financial Duties:** Complete and balance cash receipts, manage bank deposits, and oversee meeting room rentals.
- Administrative Tasks:** Prepare and manage correspondence, documents, reports, and incoming/outgoing mail.
- Office Management:** Maintain office supplies and ensure efficient filing systems, including archiving and records clean-up.
- Records Management:** Monitor and coordinate records retention and disposal in compliance with policies and legislation, providing support for Laserfiche.
- Service Request System:** Manage the Service Request System (SRM), ensuring proper documentation, communication, and follow-up.
- Compliance and Support:** Provide administrative assistance to Protective Services and ensure adherence to County policies, health and safety programs, and HR guidelines.

Qualifications:

- One (1) year post-secondary education business/office administration or equivalent experience.
- Excellent customer service skills to communicate effectively with customers in a diplomatic, positive and professional manner.
- Proficiency in Microsoft Office applications as well as preferred experience with accounting software.
- Excellent communication, organizational and accuracy skills with the ability to perform a variety of tasks and prioritize effectively to meet deadlines.
- Ability to handle confidential information in an ethical and professional manner.
- 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.
- Knowledge of local government procedures and experience in a municipal environment will be an asset.

Position Type: Permanent Full-time
Hours of Work: Monday to Friday, 7 hrs/day—35 hrs/wk
Salary Range: \$56,258.05—\$69,190.27 annually
Closing Date: Until a suitable candidate is selected.



The Flagstaff County Podcast: Season 4 Episode 14



Full-blown festival!

Kari Fox-Newby



The Flagstaff County Podcast: Season 4 Episode 15



An evening of family fun!

Jessica Docksteader







With Guest Expert:

Jessica Janzen

Resiliency | Mindset | Author | Philanthropist | Mental Health Advocate

Small Business Workshop

TOPIC: MINDSET & RESILIENCY

-  **In-Person Workshop #1**
SESSION ONE: Wednesday September 4, 2024
12:00 p.m. - 3:30 p.m.
-  **Virtual Follow-Up Coaching Session**
SESSION TWO (follow-up) : Wednesday September 18, 2024
12:00 p.m. - 1:00 p.m.
-  **In-Person Workshop #2**
SESSION THREE: Wednesday October 9, 2024
12:00 p.m. - 3:30 p.m.
-  **Virtual Follow-Up Coaching Session**
SESSION FOUR (follow-up) : Wednesday October 30, 2024
12:00 p.m. - 1:00 p.m.



REGISTER NOW:

csutter@flagstaff.ab.ca

