

## September 2024

S	M	T	W	T	F	S
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	1	2	3	4	5

### 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



**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](mailto:Human.Resources@flagstaff.ab.ca)  
Direct: (780) 384-4100

**For the full job description please visit: [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca)**

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

## Asset Management / GIS Coordinator

**Position Overview:** Reporting directly to the Corporate Services Director, the Asset Management/GIS (Graphic Information Systems) Coordinator will support the Corporate Services Director in the implementation of the County's Asset Management Program and management of the County's GIS database and information system. The individual will work collaboratively with the departments and business units to support the implementation of the asset management activities and processes as outlined in the County's Asset Management Policy and Roadmap. As the GIS Coordinator, the individual will work closely with the County's GIS service provider to maintain the County's GIS database system and improve its accuracy. This position will also be responsible for overseeing records management operations and developing records management procedures in accordance with applicable laws and regulatory requirements.

### Key Responsibilities:

- Implement and manage the Asset Management Program:** Coordinate with stakeholders to establish processes aligned with the County's Asset Management Policy, evaluate and maintain records of asset management documents, train department staff on asset management processes, and attend asset management events and report progress to the Corporate Services Director.
- Manage GIS database:** Ensure database processes meet County's GIS needs and Asset Management objectives, support departments with GIS needs and information access, collaborate with GIS service provider to maintain and update the database, and address internal and external GIS information requests.
- Records management:** Coordinate with Laserfiche provider for filing practices and records management systems, oversee records retention and disposal according to schedule, ensure compliance with policies and legislation, and provide training and troubleshooting for records management. Ensure compliance with County policies, health and safety program, and HR guidelines.

### Qualifications:

- Post Secondary diploma in a relevant discipline (GIS and database management, engineering technology, asset management, or other related disciplines).
- A minimum of 3 years of related experience in the municipal service delivery field with at least 1 year of related experience in the GIS and database management applications.
- Knowledge of ArcGIS, GeoMedia Professional, GPS data collection, and Microsoft office applications. Proven knowledge of records and information management standards, processes, and terminology.
- Ability to develop clear and concise reports, correspondence, or other written materials. Strong organizational, prioritization, and time management skills.
- Ability to communicate and interact well with stakeholders with different levels of technical expertise. Excellent interpersonal skills that support building strong relationships with internal and external stakeholders.
- Experience in the use of the Laserfiche program and knowledge of local government procedures and municipal service delivery is an asset.

**Position Type:** Permanent Full-time  
**Hours of Work:** Monday to Friday, 7 hrs/day—35 hrs/wk  
**Salary Range:** \$76,426.02—\$93,994.35 annually  
**Closing Date:** Until a suitable candidate is selected



### Properties For Sale by Public Auction

Notice is hereby given that, under the provisions of the MGA, Flagstaff County will offer for sale, by public auction, in the Flagstaff County Office, 12435 TP RD 442, Sedgewick, AB, on **Wednesday, September 11, 2024 at 11am, the following lands:**

Roll #525800  
SE-14-42-15-W4 RURAL, 4 acres  
RESERVE BID \$6,000



Roll # 1105400  
3010B0:3:10 GALAHAD, 6,250 Square Feet  
RESERVE BID \$36,000



Roll # 1007550  
RN67;6;35, 36 STROME, 14,934 Square Feet  
RESERVE BID \$40,000



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Direct: (780) 384-4109

For the full job description please visit: [www.flagstaff.ab.ca](http://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.

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](mailto:csutter@flagstaff.ab.ca)

