



Municipal District of Fairview No. 136

Position Description

February, 2025

Position Title: **Temporary Municipal Office Clerk – Canada Summer Jobs Grant**
Position Classification: Office Worker
Position Category: Seasonal Full-time
Regular Hours of work: 7 hours per day, Monday through Friday, 8:30 a.m. to 4:30 p.m.
35 hours per week
Reports To: Director, Legislative Services/Development Officer
Supervises: Nil
Position Summary: Subject to the direction and oversight of the Director of Legislative Services/Development Officer, complete assigned tasks in support of the day to day administration and operation of multiple municipal departments. This position primarily completes administrative tasks, provides coverage of other administrative support positions, and assists in coordination and completion of projects and events.

Key Responsibilities:

General

- Complete administrative tasks in support of all municipal departments.
- Provide coverage to designated positions during absences.
- Engage with members of the public to deliver municipal services in a competent, professional manner.
- Develop content for municipal social media platforms, including facebook, Instagram and the municipal website.
- Take the lead (with mentorship and supervision of Director) on the planning and completion of assigned projects primarily related to (but not limited to):
 - Digitization of records;
 - Records management;
 - Agriculture;
 - Parks and Recreation;
 - Cemeteries;
 - Development and Planning; and,
 - Administration.
- Take the lead (with mentorship and supervision of Director) on the planning, preparing and execution of municipal events with public attendance and municipal employee events.

Skills

- Strong customer service skills and ability to interact well with others and to effectively address concerns and inquiries in a professional and respectful manner.
- Ability to function as a member of a team and to work independently with minimal supervision.
- Excellent verbal and written communication skills that enable clear communication of complex matters.

- Ability to prioritize, organize and manage work-related tasks and to achieve results within acceptable timeframes.
- Strong analytical, reconciliation, research, and problem-solving skills.
- Ability to maintain confidentiality with respect to all matters relating to the Municipality.
- Ability to use a computer with demonstrated proficiency and well-developed skills working with social media and software such as Microsoft Office, especially with Excel, Outlook and Word.
- Ability to use a variety of social media platforms, and tools for social media content development.

Preferred Qualifications:

- High school diploma or GED
- Business or administrative-related post-secondary education considered an asset
- Customer service experience considered an asset
- Valid Alberta Class 5 Operator’s Licence with suitable Driver’s Abstract
- Acceptable Criminal Record Check
- Certified in or willing to obtain certification in:
 - WHMIS
 - Standard First Aid/CPR-C
 - FOIP (Focus on Privacy)

Working Conditions:

- Work in an office setting that would require long periods of sitting, work on a computer, general administrative duties, and occasional light lifting. The open work environment consists of shared workspaces and good lighting, temperature and noise control.
- Operating Municipal vehicles to and from work locations.
- Infrequent, but potential of work in field worksites (parks, recreational areas, cemeteries), and may be subject to:
 - noisy, dusty, greasy, wet, windy, muddy or otherwise disagreeable conditions,
 - extreme temperatures and adverse weather conditions,
 - moving vehicles and equipment, and
 - wildlife and insects
- Infrequent, but potential of working alone