

EMPLOYMENT OPPORTUNITY

PROTECTIVE SERVICES ADMINISTRATIVE ASSISTANT

POSITION SUMMARY

The Protective Services Administrative Assistant is responsible for providing administrative support to the department of Protective Services. The functions of this role encompass support of the following departments: Occupational Health & Safety; Municipal Enforcement; and Emergency Management.

This employee is a respected member of an effective working team, dedicated to maintaining and improving our community, and as such, they serve the public with courtesy and respect.

As an employee this person shall establish and maintain a good working relationship with all departments. Sound judgement and discretion must be used when responding to inquiries regarding classified and confidential information

DUTIES & RESPONSIBILITIES

Protective Services as a whole: (15%)

- Provide professional administrative support on a wide range of tasks and workplace activities as assigned
- Prepare various types of correspondence including legal documents such as contracts and agreements in accordance with administrative policies
- Liaise with internal and external stakeholders in a professional manner via all methods of communication (e.g. email, phone, correspondence) while prioritizing urgent matters and ensuring timely communication
- Code and send out invoices for management to sign
- Assist in budget planning and preparation for the department as a whole

Occupational Health and Safety: (50%)

- Completes Health and Safety auditing training
- Coordinate Joint Health & Safety Committee (JHSC) meetings, which may include planning, preparing agendas, organizing documentation, recording minutes, and ensuring appropriate follow-up on action items
- Assist in preparing and maintaining Health and Safety (H&S) document management including policies, procedures, forms, handbooks, manuals, and reports
- Prepare and distribute Health and Safety related documentation in multiple formats to the JHSC
- Collect H&S Data and maintain database
- Assist in developing Corrective Action Plans, (CAP's), based on internal H&S Audits
- Liaise with JHSC to maintain and update CAP's
- Coordinate and facilitate training events
- Support the internal and external H&S audit and inspection processes
- Respond to H&S related enquiries received
- Coordinate and support the sourcing and supply of H&S related products and services
- Conduct Hazard Assessments, through task analysis, physical demands analysis, risk assessments and workplace inspections; Recommending and/or implementing corrective action
- Send out Drivers Abstract requests for Town of Vegreville and maintain a database for when abstracts are to be requested (Municipal Enforcement requirement as well)

DUTIES & RESPONSIBILITIES

Municipal Enforcement: (30%)

- Perform administrative support services for the Protective Services Manager, the CPOs, and bylaw officers in a highly professional manner, as well as other employees of the Town as required.
- Answer telephone lines and respond to general inquiries or direct calls to appropriate departments as required.
- Perform word processing, storage, filing of letters, reports, documents, electronic records, databases (complaints, Provincial tickets, Municipal tickets, found property, etc.)
- Monitor Dispatch emails, create and assign all occurrences and call logs for all officers
- Process the Municipal and Provincial Statute Violation Tickets including maintaining registers and compiling the associated Provincial Court documentation
- Maintain knowledge of department processes and procedures and is able to access information and forms
- Prepare Registered mail when Violation Tickets, Order to Remedy or Entry Notices need mailing, take directly to post office
- Hold a bylaw appointment to process Enforcement Documents.
- Prepare all monthly and annual statistical reports for Town of Vegreville and service contracted communities
- Assist in organizing Municipal Enforcement related events
- Provides information to the general public on municipal bylaws, as well as procedures for fine payment, etc.

Emergency Management (EM): (5%)

- Assist in preparing and maintaining EM document management including policies, procedures, forms, handbooks, manuals, and reports
- Collects and maintains the EM database
- Completes ICS training 100, 200, and Scribe
- Assists in the planning of and participates in EM training exercises or emergencies.

QUALIFICATIONS & KEY COMPETENCIES

- Grade 12 diploma plus post-secondary training from a recognized institution in office administration, business administration or legal assistant.
- Minimum of three years of progressive experience in office administration.
- Equivalent combination of education and experience may be considered.
- Must be able to obtain an enhanced security clearance with the RCMP
- Demonstrate strong organizational skills, with the ability to manage task effectively, meet deadlines consistently, and perform well under pressure in a fast-paced environment.
- Ability to develop minutes, resolutions and correspondence that accurately reflect discussions.
- Excellent interpersonal skills with the ability to interact sensitively and effectively with staff, peers, and the public in all situations, both in person and over the phone.
- Ability to work independently and in a team environment, while maintaining a positive and supportive approach.
- Work with discretion regarding sensitive and confidential information.
- Strong organizational, administration, planning, and attention to detail skills
- Exceptional verbal and written communication skills, able to synthesize complex information in concise relevant correspondence
- Reliable and self-motivated with strong planning and organizational skills, able to work independently with minimal supervision while demonstrating initiative, integrity, and professionalism.
- Proactive problem solver, with good judgement and ability to make sound decisions in a timely manner
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, etc.)
- Knowledge of Alberta OHS Legislation would be an asset but not required.
- Valid Class 5 Alberta Operators License

Application deadline is Wednesday, October 8, 2025, at Noon. To apply, email your resume and cover letter to employment@vegreville.com.

Thank you to all that apply. Only those selected for an interview will be contacted.