



Cypress County
EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT - PLANNING AND DEVELOPMENT
(Temporary, up to 12 months)

Cypress County is a rural municipality in the southeast corner of Alberta. The majority of the County's 1.3 million hectares are utilized for agricultural purposes, including high intensity irrigated cropping. Oil and gas activities plus the Canadian Forces Base Suffield are other major components of the area's economy.

The County's approximately 7,800 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County promotes a relaxed rural lifestyle and a safe community for families. Along with the City of Medicine Hat, CFB Suffield and Cypress Hills Provincial Park, this area is a great place to live and work.

We have a **temporary** opening for an Administrative Assistant – Planning and Development. Reporting to the Planning Supervisor, this position is responsible for providing administrative and customer service to planning and development inquiries. Duties include processing information regarding development permits into planning system; circulating land use and re-classification notices and subdivision referral letters; preparing agendas, recording and distributing meeting minutes from the Municipal Planning Commission meetings; maintaining the planning and development database; providing administrative support and other related duties as required.

Our ideal candidate has is highly organized, customer-service oriented and possesses excellent communication and organizational skills and enjoys working as part of a team. Proficiency in office software, especially word processing and spreadsheet applications is essential. Prior planning and development experience, knowledge of land titles system, preparation of legal documents is an asset. Preference will be given to applicants with a diploma in Office Technology or a related field.

Cypress County offers a highly attractive total compensation package, including competitive salary, excellent benefits, in addition to supporting learning and development opportunities. This full-time, **temporary** position entails a 37.50 hour work week. To learn more about what Cypress County has to offer please visit our website, www.cypress.ab.ca

If this opportunity interests you, please forward your resume and cover letter no later than:
4:30 pm on Monday, February 1, 2021 to competitions@cypress.ab.ca

Cypress County would like to thank all applicants for their interest and time.