



ADMINISTRATIVE ASSISTANT

COMPETITION#:CC08122026AA

Cypress County is a rural municipality located in the southeast corner of Alberta. Home to approximately 7,800 residents, the County offers a relaxed rural lifestyle and a safe, welcoming community. Residents enjoy living on farms, acreage subdivisions, and in 10 small urban communities. With close proximity to the City of Medicine Hat, CFB Suffield, and Cypress Hills Provincial Park, the area offers an [exceptional quality of life](#) and is a great place to live and work.

THE OPPORTUNITY

Cypress County is seeking a highly organized and service-oriented Administrative Assistant to join the Planning and Intergovernmental Relations Department. Reporting to the General Manager of Planning and Intergovernmental Relations, this position provides essential administrative and customer service support across planning, development, intergovernmental relations, and economic development functions, coordinating inquiries, applications, departmental records, legal documentation, communications, appointments, and related processes. The successful candidate will work with residents, applicants, developers, businesses, real estate professionals, government agencies, legal representatives, and internal departments while handling confidential and time-sensitive information with professionalism and discretion.

KEY RESPONSIBILITIES

The Administrative Assistant supports the day-to-day administration of development permits, subdivision and Land Use Bylaw amendment applications, compliance requests, statutory notices, and Land Titles documentation. Responsibilities include receiving and tracking applications, processing fees, coordinating circulations and notifications, monitoring deadlines, preparing correspondence and public hearing materials, maintaining accurate records and reporting systems, and supporting development agreements and related legal documentation. The role also provides responsive front-line customer service, assists with access-to-information requests, supports departmental records management, and contributes to continuous improvement of administrative processes. The position also supports the Department's economic development activities, which may include assisting with grant research and writing, coordinating departmental communications and outreach, scheduling appointments and meetings, conducting direct outreach to developers, real estate professionals, and businesses, and serving as a business concierge by welcoming inquiries and directing business and development prospects to the appropriate County staff and resources.

QUALIFICATIONS & REQUIREMENTS

Our ideal candidate has specific qualifications and requirements:

- Grade 12 diploma or equivalent; post-secondary education in Office Administration, Business Administration, or a related field is preferred.
- Minimum two years of related administrative experience; experience in municipal government, planning and development, land/legal administration, or a regulatory environment is an asset.
- Strong proficiency with word processing, spreadsheets, databases, records management systems, and office technology.

- Knowledge of planning and development and/or economic development processes, Alberta Land Titles, records management, and legal documentation is considered an asset.
- Strong customer service, communication, organizational, attention-to-detail, problem-solving, and interpersonal skills, with the ability to manage competing priorities and deadlines.
- Ability to exercise sound judgment and maintain confidentiality and discretion when handling sensitive, personal, and legal information.

WORKING CONDITIONS

- Primarily office-based, with prolonged computer use and regular use of standard office equipment.
- Fast-paced environment involving frequent interruptions, competing priorities, public interaction, and time-sensitive or legislated deadlines.
- May require occasional lifting or retrieval of files, plans, and office materials.

WHY CYPRESS COUNTY?

Cypress County offers a highly attractive total compensation package, including:

- Competitive salary and excellent benefits: We offer a competitive salary and excellent benefits package, including enrollment in benefits and the Local Authorities Pension Plan (LAPP) from your first day of employment.
- The salary range for this position starts at \$65,657 per year
- A 37.5-hour work week.
- 6 Personal Days allocated throughout the year and a Health and Wellness Benefit
- Generous support for learning and professional development opportunities.
- The chance to make a meaningful impact while enjoying a balanced rural lifestyle.

To learn more about what Cypress County has to offer please visit our website www.cypress.ab.ca.

HOW TO APPLY

If this opportunity interests you, please forward your resume and cover letter no later than:

4:30 p.m. on Wednesday August 19, 2026 to competitions@cypress.ab.ca

To ensure your application is properly tracked, please include the competition number and your full name in the email subject line.

Subject Line Example: Competition **CC08122026AA** – Your First & Last Name

Please also ensure your **name is clearly indicated on your resume and cover letter**. Applications that are missing identifying information may not be considered.

*Cypress County would like to thank all applicants for their interest and time
but only those under consideration will be contacted.*

