



ADMINISTRATIVE ASSISTANT – COMMUNITY SERVICES

Competition #: CC06162026AA

Cypress County is a rural municipality in the southeast corner of Alberta. 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 are growing and we have an exciting opportunity for a **Permanent Full-time Administrative Assistant** to join our team.

THE OPPORTUNITY

As Cypress County continues to grow and evolve, we are creating a new Administrative Assistant position within the Community Services department to help support increasing operational needs and service delivery demands. Reporting to the General Manager of Community Services, this role provides administrative, records management, and coordination support across a diverse range of functions, including emergency management, policy development, training administration, stakeholder engagement, and community service initiatives. The successful candidate will play an important role in helping the department operate efficiently while supporting projects and programs that benefit residents throughout the County.

This is an exciting opportunity for a flexible, adaptable professional who thrives in a dynamic environment and enjoys contributing wherever support is needed. As a newly established position, the role offers the opportunity to help shape processes, build strong working relationships, and grow alongside a department that continues to expand its services and responsibilities. The ideal candidate will be highly organized, collaborative, and comfortable managing changing priorities while maintaining a high level of professionalism, confidentiality, and customer service.

QUALIFICATIONS

- Successful completion of a diploma in office administration or related field.
- Knowledge of local government operations along with an understanding of municipal policies, procedures, and regulatory requirements.
- Minimum of 4 years of related experience in an administrative capacity, preferably in a municipal government setting.
- Completion of Incident Command System (ICS) 300 level training required
- Clear criminal record check
- Valid Class 5 driver's license with acceptable driver's abstract
- Management approved equivalent combination of education and experience may be considered.

WORK CONDITIONS

- Work is primarily performed in an office environment with extended periods of computer use and document review as well as prolonged sitting.

- Occasional extended hours may be required to meet deadlines or operational requirements.
- Occasional travel may be required to attend meetings and training.
- The role involves handling confidential and sensitive information and requires sustained concentration and attention to detail.

WHY CYPRESS COUNTY?

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

- Competitive salary and excellent benefits, including enrollment into the Local Authorities Pension Program upon your start date.
- 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:

Midnight on Sunday, July 12, 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 CC06162026AA – First and 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.*