



OPERATIONS ADMINISTRATIVE COORDINATOR

Competition #: CC06022026OAC

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 have an exciting opportunity for a **permanent full-time Operations Administrative Coordinator** to join our team.

This role plays an integral role in supporting our Operations Team. Areas of Excellence for the Operations Department include:

- Road & Bridge Maintenance – General Road maintenance for 2,400 km of roads within the County that include pavement, gravel, and oiled surfaces. There are over 200 bridge structures that are inspected and repaired as needed. Yearly construction projects include major grading, paving, bridge and culvert replacements.
- Waste Transfer Sites – The operations department manages various waste transfer sites throughout the County to ensure waste is transferred to the Landfill.
- Water Treatment and Distribution – The Utility department manages a network of regional water lines servicing Hamlets, reservoirs, and treatment plants.
- Wastewater Services – The Utility Department manages the collection and treatment of wastewater for various areas of the County including most Hamlets.
- Fleet Services – Mechanic and repairs shop for light and heavy-duty equipment.
- Facilities – Building maintenance for County owned facilities.

THE OPPORTUNITY

Cypress County is seeking a results-oriented Operations Administrative Coordinator to provide administrative and operational support to the Transportation, Municipal, Fleet, and Facilities Services departments. Reporting to the General Manager of Operations, this role supports efficient service delivery by coordinating communications, maintaining accurate records, preparing reports and correspondence, supporting financial and procurement processes, and assisting with operational and project activities. The successful candidate will have proven ability to manage competing priorities, support departmental operations, and ensure compliance with regulatory requirements, County policies, and legislative obligations.

QUALIFICATIONS

- Administrative Office Professional Certificate required with training in Local Government Administration or related field preferred.
- Minimum 3–5 years of administrative experience, preferably in municipal operations, public works, construction, engineering, or infrastructure administration.
- Knowledge of municipal government processes and legislation preferred.
- Experience supporting multiple departments or operational teams is considered an asset.
- Strong proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams) and database software, with experience using GIS and budget tracking programs an asset

- Experience with records management, financial, or municipal systems/software is an asset.

WORK CONDITIONS

- Work is primarily performed in an office environment with regular interaction with internal and external stakeholders.
- Requires prolonged computer use and the ability to manage multiple priorities in a fast-paced environment.
- May require occasional travel, overtime, or extended hours to support operational, project, emergency response, and governance requirements.
- Requires confidentiality, discretion, and professionalism when handling sensitive information and responding to public inquiries or operational issues.

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 40-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, June 21, 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 CC06022026OAC – 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.*