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## **JOB OPPORTUNITY**

### **Job Type:**

Administrative Assistant

### **Organization:**

Village of Arrowwood

### **Job Description :**

Reporting to the Chief Administrative Officer (CAO), the successful applicant will assist in the day-to-day operations of the municipality for approximately 12-15 hours per week. Duties include but are not limited to:

- Working directly in Munisoft to receive payments, prepare payment batches, update vendor and tax roll information, issue tax certificates, as well as issue billing notices and other invoices. Read water meters for utility billings and prepare water leak reports.
- Working directly with the public and vendors to assist with information requests, as well as respond to telephone and email correspondence.
- Working with village staff to assist with recordkeeping on village utilities, as well as collection of time sheets for timely remuneration, and relay pertinent information to the CAO.
- Assisting with information requests and record keeping for the Arrowwood Cemetery.
- Assisting with applications to the Northwest Recreation Board for annual funding.
- Assisting the CAO in their capacity as the Development Officer and By-law Officer, ensuring access of the public to the Land Use Bylaw and all other village bylaws.
- Attend council meetings and record minutes.
- Assisting the CAO with preparing council reports and undertaking public engagement through surveys, plebiscites and municipal elections.
- Facilitating updates to the village website.
- Learning, practising and implementing emergency management protocols.
- Learning office policies and procedures, and undertake necessary computer software training.



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Preferences will be given to applicants who possess:

- Some post-secondary education.
- A self-motivating work ethic, along with a demonstrated track record of leadership and management ability.
- An ability to work effectively and professionally with the general public, community volunteers, boards and committees, as well as assist with direct public engagement.
- A willingness to familiarize oneself with legislation, regulation, bylaws and policies.
- An appreciation for the importance of confidentiality while ensuring access to information.
- Basic bookkeeping abilities and an understanding of accounting principles.
- Strong computer skills.
- An ability to draft professional and straightforward correspondence.
- An appreciation for emergency protocols and manage stressful incidents where those protocols are implemented.

Pay will be commensurate with experience.

Applicants must be available for an interview, in person or over Zoom.

**Closing Date:**

January 21<sup>st</sup>, 2022 @ 4:00 PM

**Application Return:**

Interested candidates are invited to submit their resume to:

Chief Administrative Officer  
Village of Arrowwood  
P.O. Box 36,  
1 Centre Street,  
Arrowwood, Alberta T0L 0B0

e-mail: [cao.arrowwood@gmail.com](mailto:cao.arrowwood@gmail.com)