

Protective Services Administrative Assistant



TOWN OF
PEACE RIVER
ALBERTA

Are you highly organized, adaptable, and able to keep things running smoothly in a fast-paced environment? The Town of Peace River is seeking a Protective Services Administrative Assistant to provide critical administrative and operational support to Municipal Enforcement, Community Peace Officers, and Fire Services.

As the first point of contact for Protective Services, you will help ensure the department remains organized, responsive, and effective. From managing enforcement documentation and court processes to coordinating emergency management records and supporting fire service administration, your work will directly contribute to the safety and well-being of our community. The incumbent will be required to hold an appointment as a Bylaw Enforcement Officer, Commissioner of Oaths in the Province of Alberta and Community Peace Officer Level 2 status.

Qualifications:

- A diploma or certificate in Office Administration, Business Administration, or a related field.
- A minimum of two years of administrative experience, preferably within a municipal, enforcement, emergency services, or similarly regulated environment.
- Strong knowledge of administrative practices and records management.
- Experience working with confidential and sensitive information.
- Proficiency with Microsoft Office applications, including Word, Excel, and Outlook.
- Exceptional organizational skills and the ability to manage competing priorities.
- Excellent written, verbal, and interpersonal communication skills.
- Strong attention to detail and a commitment to accuracy.
- The ability to remain professional and composed while dealing with difficult or emotionally charged situations.
- Sound judgment, discretion, and the ability to maintain confidentiality.
- A valid driver's licence with a satisfactory driver's abstract.
- A satisfactory Vulnerable Sector Check and Intervention Record Check.

The following are considered assets:

- Experience with records management or enforcement software.
- Familiarity with municipal bylaws, enforcement processes, emergency services operations, or legal documentation.
- Knowledge of the Protection of Privacy Act, Municipal Government Act, and other relevant provincial legislation.
- Experience supporting emergency management activities.
- Incident Command System (ICS) 100, 200, and 300 training, along with any additional specialized training required for the role. (or ability to obtain)

Working Conditions:

This position operates in a fast-paced and dynamic office environment where priorities can shift quickly throughout the day. The role involves extensive computer work, frequent telephone and in-person interactions, and ongoing collaboration with Town staff and external stakeholders.

Success in this position requires exceptional attention to detail, sound judgment, and the ability to maintain focus while managing multiple demands and navigating a variety of systems. The incumbent must be comfortable handling sensitive information and responding professionally to individuals who may be upset or experiencing stressful situations. Resilience, adaptability, and strong interpersonal skills are essential. Occasional overtime may be required to support operational needs.

Full Time • Permanent Employment

Salary: \$56,515—\$64,113

Hours: 7.5 hours per day, 37.5 hours per week

Closing Date: Open until a suitable candidate is found.

What We Offer:

- Your work will have a direct impact on quality of our residents' day to day lives
- Regular training opportunities to expand your skills and knowledge
- Short commute to work
- Our leadership team values your voice and input and welcomes feedback
- A defined benefit pension plan and a competitive health and benefits package that start from day 1
- 3 weeks vacation to start
- Free gym membership

The Town of Peace River welcomes diversity in the workplace and encourages applications from all qualified candidates.

Qualified applicants are invited to submit their resumes and cover letter to hr@peacriver.ca. Please quote **Competition #26/15**.

We thank all participants for their interest, however only those who are selected for an interview will be contacted.

Posting Date: June 10, 2025