**EMPLOYMENT OPPORTUNITY**

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| **Position Title:** | Agricultural Services Coordinator | **Job Status:** | Temporary Leave Coverage |
| **Department:** | Infrastructure Services | **Reports To:** | Assistant Agricultural Fieldman |

## Position Summary

Reporting directly to the Assistant Agricultural Fieldman, the Agricultural Services Coordinator will be responsible for providing administrative support to the Agricultural and Environmental Services department. This position requires accuracy in detail with an emphasis on independent work habits and self-motivated initiative. Strong organizational skills and the ability to work as a team member along with a high level of professionalism is required.

This role supports the organization as a whole by providing GIS and mapping services, and backup support during absences to the Infrastructure Services department.

## Duties and Responsibilities

Under the supervision of the Assistant Agricultural Fieldman, the duties and responsibilities of the Agricultural Services Coordinator include, but are not limited to, the following:

### General Duties – 60%

- Provide administrative support for Agricultural Services including Transfer Stations and Hamlet Residential Waste Collection
- Coordinate with regional stakeholders in agricultural and environmental initiatives including the Westlock Regional Waste Management Commission
- Administer, process, and submit landfill permits applications and payments
- Attend Agricultural Service Board (ASB) meetings; take, distribute, and archive meeting minutes, undertake and/or assist with follow up as directed
- Prepare, issue, track, manage internal and external County documentation including transfer sites and agricultural programs, including:
    - Tree Program;
    - Workshop & Tour registrations;
    - Equipment Rental bookings;
    - No Spray Program;
    - Enforcement of Pest Control; and
    - other ASB programs as assigned
- Provides administrative services for County Cemeteries including, but not limited to, the sale of plots, general inquiries, updating the registry, and mapping

- Monitor, screen, respond to, and distribute incoming calls and walk-in customer inquiries, related to Agricultural and Environmental Services
- Interact with external contractors, residents, business contacts, municipal, provincial, and federal government officials, and administrative personnel;
- Maintain tact, composure, and diplomacy in dealing with clients, customers, builders, and contractors
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing, and photocopying
- Responsible for using confidential information appropriately and maintaining the confidentiality and security of all information related to the County and residents
- Review operating practices, department data management, and recommends improvements where necessary and within approved budget and established policy
- When required, provides backup coverage for Infrastructure Services Coordinator

**Financial-15%**

- Assist with input of the annual budget into Questica
- Receive, code, prepare invoices, and agreements for the General Manager to sign
- Create, maintain, and distribute purchase orders

**Technical – 15%**

- Research, evaluate, develop, implement, and maintain the County's internal and external GIS Infrastructure
- Work with AutoCAD Civil/Map 3D, ArcGIS, GIS mapping and other applications for preparation and updating technical/engineering drawings
- Build and support mapping applications, tools, dashboards, and templates to allow users to enter and maintain department data and make data-based decisions
- Review geospatial data for accuracy, data preparation and cleanup
- Update and maintain spatial data within the GIS that are required by a variety of departments
- Customize map applications to serve the needs of all stakeholders
- Provide guidance, data-related assistance, technical support, and resources (i.e., training material, videos) to internal and external GIS and server-based database stakeholders
- Support and assist with multi-user database and application management

**Other – 10%**

- Ensure that Westlock County's Health and Safety Program as well as Occupational Health and Safety's standards are followed
- Scribe duties in the Emergency Command Centre during state of local emergency
- Other duties and responsibilities as assigned from time to time by the General Manager of Infrastructure Services

- Promotes a safe work environment, ensuring compliance with all government regulations, and Health & Safety policies and practices. Participation on the County's Joint Health and Safety Committee as required
- Other duties as assigned

## Minimum Requirements

### Education and Experience

- Diploma or Certificate in Business Administration or Office Administration or another related field
- Three to five years' experience in office administration is considered an asset
- A combination of work experience and education may be considered
- Previous experience working with GIS and mapping platforms and technology is an asset

### Knowledge

- Must be proficient in Microsoft Office applications
- Experience in a Municipal Government environment an asset
- Understanding of Agricultural Service operations is an asset, i.e., pesticide application, greenspace maintenance, and agricultural equipment
- Modern office practices, procedures and equipment, accurate keyboarding skills and extensive knowledge of computers and associated office software
- Knowledge of Questica considered an asset
- Knowledge and understanding of Westlock County policies and procedures, and relevant governmental acts and regulations
- Basic knowledge of FOIP is required
- Knowledge of industry mapping standards, requirements and principles is beneficial
- working knowledge of Autodesk AutoCAD including AutoCAD for ArcGIS Plugin are an asset

### Skills

- Strong analytical, organizational and communications skills
- Ability to handle public concerns in a professional manner
- Strong inter-personal, written and computer skills using MS Excel, Word, and PowerPoint
- Ability to work efficiently, effectively, and independently in a team environment
- Demonstrate initiative with diplomacy
- Excellent knowledge of office procedures and practices and attention to detail

## Working Conditions

- Work normal business hours but may be required to do some work in the evenings or outside normal working hours.

- Working indoors, sitting for long periods of time.
- Able to work on a computer for long periods of time.
- Required to work in a busy, open area office which may result in constant interruptions.
- Required to spend long hours concentrating which will require attention to detail and high levels of accuracy.
- Required to meet several deadlines which may cause stress.
- May travel to attend meetings and community activities.
- This position deals with the public and may result in exposure to irate ratepayers.
- Varying levels of physical effort, including moderate lifting (up to 50 lbs.) walking, standing, pushing, and pulling, reaching, driving, and carrying are required. Repeated motion of office tasks is also involved.

## Remuneration & Benefits

This position includes a competitive benefit and pension package.

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| **HOURS OF WORK:** | Monday to Friday, 8:00 a.m. to 4:30 p.m. Overtime hours may be requested occasionally. |
| **EMPLOYMENT TERM:** | Leave coverage anticipated to end June 30, 2028, or upon incumbent's return to work. |
| **COMPENSATION:** | This is a Union position therefore wages have been set in agreement with CUPE Local 3007.<br>**Probationary Rate:** $30.10<br>**Permanent Rate Grid:** $32.09 – 40.12/hour |
| **CLOSING DATE:** | 4:00 p.m. on Friday, December 11, 2026 |
| **APPLICATION INSTRUCTIONS:** | Visit https://westlockcounty.com/careers<br>Complete the Virtual Talent Application and attach a Cover Letter and Resume. |

Westlock County is proud to be an equal opportunity employer that is committed to diversity and inclusion in the workplace.