

The M.D. of Fairview No. 136 is recruiting an Administrative Co-Ordinator.

Reporting to the Director of Administration, the Administrative Co-Ordinator will act as the Development Officer (Land Use Planning and Development) and the primary administrative support for the Department of Public Works.

The entire position description, including required skills and preferred qualifications can be viewed online at: www.mdfairview.ca. This position is permanent, full-time and requires in-office presence (not available as a full-time remote work position). Preferred qualifications include:

- Post-secondary certificate, diploma or degree in a related discipline,
- A minimum of five (5) years of work experience in a related discipline,
- Proficiency in Geographic Information Systems; and,
- Certification (or willingness to obtain certification) in Water Treatment, Water Distribution and Wastewater Collection (Level 1).

Alternative combinations of education and/or experience may be considered; the successful candidate will receive training and support to develop the required skills and ensure success in the role.

The Municipal District of Fairview No. 136 offers a comprehensive compensation, pension and benefits package and flexible work arrangements. Salary range for this position is **\$71,053.71 to \$96,496.40** (commensurate with qualifications and experience).

Please forward your resume in PDF format or hardcopy to:

- **Email:** hr@mdfairview.ab.ca
- **Mail:** Box 189, Fairview, Alberta, T0H 1L0
- **In-person:** 10957 91st Avenue, Fairview, Alberta

This career opportunity will remain open until a suitable candidate is found, with first review of applicants being conducted on August 29, 2025. We thank all applicants in advance, but only those applicants selected for interviews will be contacted.