



**TEMPORARY FULL-TIME**  
**Project Administrative Support**  
**Internal/External**

Vulcan County invites applications from energetic, experienced, and detail-oriented individuals to fill a Three (3) Month Temporary Full-Time position as the **Project Administrative Support**. This position is expected to run from February 17<sup>th</sup>, 2026 to May 15<sup>th</sup>, 2026 (start date may be flexible as required).

In this role, you will provide administrative support for a one-time Laserfiche records digitization project for tax rolls, including records management, scanning and uploading documents, staff support/training, and other related duties.

This position is based at the County Administrative Building (102 Centre Street, Vulcan, Alberta) and requires on-site attendance from 8:00 a.m. to 4:30 p.m., Monday to Friday (37.5 hours per week).

The ideal candidate will:

- At least two (2) years of work experience that demonstrates a strong understanding of municipal government and/or business administration. Equivalent combination of education and/or experience may be considered.
- Excellent verbal and written communications skills, tact and diplomacy, good organization and time management skills, analytical and problem-solving abilities;
- Fluency with the Microsoft Suite, specifically Word, Excel, Outlook, and the Internet.
- A professional knowledge of applicable employment legislation.
- An ability to maintain professional and personal confidences.
- An ability to deal with and deal courteously and effectively with directors, co-workers, benefit providers and maintains confidentiality with sensitive information and issues.

Hourly remuneration for this position is \$30.00 per hour. Vulcan County also offers comprehensive health benefits. A detailed job profile including specific job duties and qualifications is available on the County's website under Opportunities ([www.vulcancounty.ab.ca](http://www.vulcancounty.ab.ca))

Interested candidates are invited to submit a cover letter **and resume** in confidence to the County via email to:

Mark DeBoer  
Director of Corporate Services  
Vulcan County  
Email: [finance@vulcancounty.ab.ca](mailto:finance@vulcancounty.ab.ca)

The position is open until filled; however, for full consideration, please apply by 12:00pm (noon) on Monday, January 26<sup>th</sup>, 2026. We thank all applicants, however only those selected for an interview will be contacted.



## Job Description Project Administrative Support

SUPERVISOR: Director of Corporate Services

Approved: January 19, 2026

### **1. Purpose of Position**

- 1.1 Reporting to the Director of Corporate Services, the Project Administrative Support provides administrative support for a one-time Laserfiche records digitization project for tax rolls, including records management, scanning and uploading documents, staff support/training, and other related duties.

### **2. Organization Structure**

This position:

- 2.1 Reports to the Director of Corporate Services;
- 2.2 Liaison between employees and software consultant.

### **3. Position Responsibilities**

(not listed by priority)

- 3.1 Supporting with records management processes, including but not limited to tax roll accounts, land title documents, permits, compliance, and other related documents.
- 3.2 Scanning and uploading of documents into the Laserfiche software / file repository.
- 3.3 Working with the Information Technology department and the applicable software consultant to ensure setup and business processes are operational and effective through its implementation.
- 3.4 Working with the Finance department on tax roll setups and required documentation. Maintain a good working knowledge of the applicable records management and project implementation processes.
- 3.5 Supporting with staff training and support during and subsequent to full implementation of the file digitization project.
- 3.6 Employees are required to follow all current policies and bylaws as set by Vulcan County Council; it is the responsibility of the Employee to ensure they have knowledge of the policies and bylaws of Vulcan County.
- 3.7 Other duties as assigned by the Director of Corporate Services.

**4. General Qualifications**

4.1 The candidate should have:

- 4.1.1 At least two years work experience that demonstrates a strong understanding of municipal government and/or business administration. Equivalent combination of education and/or experience may be considered.
- 4.1.2 Experience and understanding of municipal tax roll accounts and legislative requirements
- 4.1.3 Intermediate level of proficiency with the Microsoft Suite, specifically Word, Excel, Outlook, and the Internet;
- 4.1.4 Strong written and verbal communication skills, tact and diplomacy, good organization and time management skills, analytical and problem-solving abilities;
- 4.1.5 Ability to learn and adapt to changing conditions, including tolerating interruptions;
- 4.1.6 Ability to work well under pressure and within timelines, while maintaining accuracy and attention to detail;
- 4.1.7 Self-motivated and the ability to work with a high degree of independence;
- 4.1.8 Willing and able to keep up to date with technology.

**5. Required Qualifications**

5.1 The incumbent must have:

- 5.1.1 a knowledge of General Office Operations, including records management principles, filing, and organization;
- 5.1.2 A professional knowledge of applicable legislation;

**APPROVAL**

  
\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
January 19, 2026

\_\_\_\_\_  
Date