



Job Posting

Administrative Assistant, Development and Planning Department

The Administrative Assistant provides detailed, accurate and timely clerical and administrative support to the Director of Development and Planning, the Economic Development Officer and the Municipal Planner.

See below for detailed position description and salary.

Deadline for resumes is Wednesday, June 10, 2026, at 1:00 pm.

Please forward your cover letter and resume to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Administrative Assistant, Development and Planning Department"



Department of Development & Planning

Job Title

Administrative Assistant

About the Role

The Administrative Assistant provides detailed, accurate and timely clerical and administrative support to the Director of Development and Planning, the Economic Development Officer and the Municipal Planner.

This position reports to the Director of Development & Planning.

Responsibilities and Duties Development

- a. The primary role is to provide administrative support to the Director of Development & Planning.
- b. Admin support for other employees in the department, such as the Municipal Planner and the Economic Development Officer, will be assigned by the Director.
- c. Draft, prepare, format, and edit correspondence, reports, briefing notes, presentations and other documents, including reviewing drafts for accuracy and clarity. This includes preparing, editing and uploading departmental documents for Council meetings using the organization's meeting management software, e-Scribe.
- d. Coordinate and manage scheduling of meetings and appointments, including preparing agendas and taking minutes as required.
- e. Working with department staff, the Deputy Clerk, and Communications Officer to create and post advertisements.
- f. Perform general office duties such as photocopying, printing, scanning, and document collation.
- g. Process invoices in SAP.
- h. Manage physical and electronic records, ensuring filing systems are up to date and compliant with records management policies.
- i. Monitor and respond to administrative queries and maintain confidentiality in handling sensitive information.
- j. Perform other duties as assigned or required.

Qualifications

- a. A degree or diploma from a recognized college or university in Office Administration, Business Administration or an equivalent combination of education and experience.
- b. Minimum of three years' experience as an Administrative Assistant or a similar position.
- c. Working knowledge of public administration and office procedures is an asset.
- d. Experience working with Windows operating systems and Microsoft Office programs.
- e. Excellent oral and written communication skills.
- f. Strong interpersonal skills.
- g. Experience with record keeping and document management.

- h. Experience working with the public.
- i. Excellent attention to detail and accuracy.
- j. Highly organized.
- k. Professional demeanour and strong work ethic.

Salary and Benefits

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Job Level 3	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	\$51,967	\$53,944	\$55,921	\$57,898	\$59,875	\$61,852	\$63,829

Other benefits include, but are not limited to:

- Defined benefit pension plan
- Comprehensive health and dental benefits
- Compressed work week policy
- Employee wellness and social programs

This is a full-time, permanent position based at the Municipality’s offices located in Upper Nappan.

The Municipality’s Personnel Policy should be referred to for additional information regarding conditions of employment; it can be found here:

<https://www.cumberlandcounty.ns.ca/government/policies/2645-personnel-policy-handbook-october-2024-1/file.html>