

Employment Opportunities



Position: Admin Specialist
Service Area: Public Safety - Animal Services
Salary: Based on Education and Experience
Date Posted: August 21, 2025
Closing Date: August 29, 2025
Competition Number: ES-01-08-21-25

POSITION SUMMARY:

The Animal Services Administrator supports the daily operations of the Animal Services Department by providing administrative, clerical, and communication support. This role helps ensure smooth service delivery in areas of animal care, bylaw enforcement, and public education. The ideal candidate is organized, dependable, and passionate about both animals and community safety.

Duties & Responsibilities: *see complete job description*

- Act as the first point of contact for public inquiries, complaints, or service requests
- Answer phone calls and emails
- Maintain accurate records of animal incidents, licensing, enforcement, and impounds
- Schedule patrols, appointments, and public education sessions
- Assist in preparing reports, community materials, and presentations
- Provide administrative support to Animal Services Officers (filing, data entry, etc.)
- Track and order office supplies, equipment, and uniforms
- Process animal license applications and related documentation

Required Knowledge, Skills, and Abilities:

- Manage social media and awareness campaigns
- Maintain confidentiality in handling sensitive or personal information
- Assist with shelter-related administrative tasks (intakes, forms, etc.)
- Attend staff meetings and contribute to continuous improvement
- Strong computer skills (MS Office, data systems, email)

Education and Experience:

- High school diploma or equivalent (post-secondary in admin)
- Minimum 2 years of administrative or clerical experience preferred
- Familiarity with animal bylaws, enforcement, or First Nations governance is an asset

Professional Designation/Certification/Licenses:

- Valid driver's license is an asset

EMAIL: recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.
CALL 403-734-5567 or 403-734-5579 to learn more.
WEBSITE www.siksikanation.com

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.