

What opportunities does the City of St. Albert offer?

The City of St. Albert currently employs up to 600 staff members in a variety of positions. Here are just some of the career paths our employees work in:

CITY MANAGER'S OFFICE

Economic Development – Tourism Coordinator,
Economic Development Officer

PLANNING & ENGINEERING

Planning & Development – Development Officer,
City Planner

Engineering – Safety Codes Officer, Landscape Technician

Public Works – Equipment Operators, Trades Workers

Transit – Heavy Duty Mechanic, Transit Labourer

COMMUNITY & PROTECTIVE SERVICES

Recreation – Lifeguards, Recreation Coordinator

Culture – Theatre personnel, Visual Arts Coordinator

Family and Community Support – Youth Outreach
Worker, Community Development Coordinator

RCMP (support services) – 911 Operators, Bylaw Officer

Fire Services – Firefighter/Paramedics

CORPORATE SERVICES

Finance – Accountant, Insurance Administrator

Assessment – Tax Clerk, Residential Assessor

Information Technology – Systems Analyst,
Desktop Support Technician

Human Resources – Payroll Clerk, Human Resource
Generalist

Legal – City Solicitor, Legal Assistant

Legislative – Information Management Officer,
Legislative Officer

Corporate Communications – Communications Advisor

St. Albert is an attractive, family-orientated community, known for the quality of life it offers.



When you work for the City of St. Albert, you get the best of both small and large employers. We are large enough to have professional employees and sophisticated operations, but small enough so employees are able to influence the direction of their department and the corporation as a whole. In St. Albert, individual staff members truly make a difference.

– BILL HOLTBY, City Manager

The city offers a positive environment for professional growth. I started as a casual labourer in public works, became active in the union and was elected union president. With the support and flexibility offered by the city, I was able to further my education and now I'm a Human Resource Generalist.

– DOUG GAIRNS, Human Resource Generalist

THE CITY OF
st. Albert

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Come join... An employer of choice, serving a community of choice.

The City of St. Albert is a great place to work. Our staff members take pride in providing superior municipal services to the community. The work we do affects the lives of our citizens every day.

To attract and retain the best people, we strive to provide a challenging and dynamic work environment that is solution driven, positive and includes a spirit of excellence. We believe mutual respect, shared responsibility and open communication are key to teamwork and achievement.



While the majority of our staff members are in non-union positions, the St. Albert Firefighter's Union and C.U.P.E. Local 941 also represent many employees.

Why choose the City of St. Albert as an employer?

We're proud of the quality of our staff. In order to keep them, we offer many advantages to create an attractive workplace:

- pride in serving our community
- a range of job opportunities
- competitive market-based pay
- comprehensive benefits for permanent positions including vision, dental, pension, etc.
- compressed work week options
- training opportunities
- excellent safety record
- payroll deduction plans for computer purchase, Oilers tickets, Canada Savings Bonds, Social Club activities, etc.

About our interviews

We select the best-qualified candidates based on their knowledge, skills and personal suitability (seniority is considered in union positions). We typically conduct panel interviews, which include a representative from human resources and department members from the work area.

We try to create a comfortable environment, but understand interviews can be stressful. Our questions will look at past experiences and behaviors. The best way to prepare is to read the job posting, determine what skills are required, and match your skills and experiences to those required for the position. It may be helpful to think of examples from your work experience that would apply to the position.

How to apply



1. Watch for job postings in the local newspapers or on our Web site.
2. Hand deliver, mail, fax or e-mail your resume to the address listed below. Application forms are available in our office if you wish to use them; however, your resume is sufficient.
3. We do not accept applications for unadvertised positions. Unsolicited applications will be returned except for Firefighter/Paramedic and casual labourer applications, which will be kept on file for one year.
4. Include the job title and competition number of the advertised position.
5. Apply before the closing date.

For more information on career opportunities, career planning, resume writing or preparing for interviews, check out our Web site at www.city-st-albert.ab.ca, then click on *Employment Opportunities*. You can contact us at:

Human Resource Services

City of St. Albert
#5 St. Anne Street
St. Albert, Alberta T8N 3Z9
Phone: **(780) 459-1650**
Fax: (780) 459-1729

E-mail: hr.info@st-albert.net

I'm proud to work for the City of St. Albert. The atmosphere is professional and positive, and the people I work for are outstanding.

– BONNIE ENGLISH, Secretary, Finance