



ASSET MANAGEMENT COORDINATOR

Cypress County is a rural municipality in the southeast corner of Alberta. The county's approximately 7,800 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County promotes a relaxed rural lifestyle and a safe community for families. Along with the City of Medicine Hat, CFB Suffield and Cypress Hills Provincial Park, this area is a great place to live and work.

We have an exciting opportunity for an Asset Management Coordinator. Reporting to the Finance and Accounting Supervisor, this position will oversee and administer the municipality's asset management systems, ensuring the proper usage, maintenance, and optimization of the County's assets. This position will be a combination of both office and field work. This role involves tracking assets throughout their lifecycle and maintaining accurate records related to asset management including developing a comprehensive asset management plan that is aligned with municipal goals and regulatory requirements.

Our ideal candidate has a university degree in Engineering, Business Administration, Database Management, Asset Management, or related field. You bring a minimum of four years of related experience in asset management or similar role, preferably in a municipal government setting. You are familiar with financial principles related to depreciation, ROI, budgeting, and regulatory and compliance standards. You are proficient with MS Word, EXCEL, Asset Management Software and Geographic Information Systems (GIS). You have a strong attention to detail combined with proven organizational, time management, problem-solving and communication skills. You have excellent interpersonal skills and the ability to develop good working relationships with a variety of people. You possess a valid driver's license with an acceptable abstract and are able to work outdoors in varying weather conditions.

Cypress County offers a highly attractive total compensation package, including competitive salary, excellent benefits, in addition to supporting learning and development opportunities. This full-time, permanent position entails a 37.50-hour work week. To learn more about what Cypress County has to offer please visit our website, www.cypress.ab.ca.

If this opportunity interests you, please forward your resume and cover letter no later than:

4:30 p.m. on Wednesday, June 25, 2025, to competitions@cypress.ab.ca

*Cypress County would like to thank all applicants for their interest and time
but only those under consideration will be contacted.*