



TOWN OFFICE
 4938-50 Ave,
 Box 350
 (P) 403-843-2113
 (F) 403-843-6599
 (E) generalinfo@rimbey.com

PUBLIC WORKS
 4705-46 Ave,
 Box 350
 (P) 403-843-2725
 (F) 403-843-4960
 (E) publicworks@rimbey.com

RECREATION
 5109-54 St,
 Box 350
 (P) 403-843-3151
 (F) 403-843-4267
 (E) recreation@rimbey.com

www.rimbey.com
 Office Hours 8:30 am—4:30 pm

**Employment Opportunity
 Receptionist**

This is a full-time permanent position. Reporting to the Chief Financial Officer, the individual will work in all aspects of daily operation of the administration office, with a focus on customer service, responding to public enquiries.

Minimum Qualifications:

- Grade 12 diploma or equivalency
- Comfortable with, and proficient in, the use of computers and a variety of applications
- Strong problem solving, public relations and interpersonal communication skills
- Experience handling cash
- Articulate and well organized
- Ability to work in a team environment

This position includes, but is not limited to, the duties of Front Counter, Phones, Bank Deposits, Mail, Business Licenses/Updating Website, Dog Licenses, Cemetery, Filing, Ordering Supplies & Special Occasions, Assisting with Utility Bills/Tax Notices, and General Office duties as required.

Prior experience in a municipal government setting would be an asset.

Hours of Work: The hours of work for this position are 35 hours per week, Monday to Friday. Infrequent overtime may be required as part of this position.

Wage: \$18.00/hr

Deadline for applications is 4:30 p.m., May 13, 2016. Candidates should submit their resumes, references and certifications, to:

Town of Rimbey
 Attn: Lori Hillis, Chief Financial Officer
 Box 350
 Rimbey, AB
 TOC 2J0
 Fax: (403) 843-6599
 E-mail: generalinfo@rimbey.com

The Town of Rimbey thanks all persons who submit resumes, however, only those chosen for interviews will be contacted.

UPCOMING COUNCIL MEETINGS

Monday, May 9/16, 7:00 pm
 Wednesday, May 25/16, 7:00 pm

All Council Meetings are open to the public.

*****WATER RESTRICTION NOTICE*****

The Town will provide proper and responsible conservation of its most important resource by implementing the following water restrictions as authorized in Sections 2.10 and 2.11 of Bylaw 776/05.

The watering of lawns and gardens will be restricted on a continuing basis:

- 1.1 Occupants or owners of even numbered addresses will be permitted to water on calendar days of the months ending in even numbers;
- 1.2 Occupants or owners of odd numbered addresses will be permitted to water on calendar days of the months ending in odd numbers.
- 1.3 In the case of a water shortage caused by weather conditions, mechanical reasons or otherwise, the Town Manager has the authority to set limitations on rationing of water. If, in the opinion of the Town Manager and/or Town Foreman, during such water shortages, any user is abusing his water privileges, the Town Manager may authorize services to said premises to be temporarily suspended. The period of suspension shall be determined by the Town Manager, or in the absence of the Town Manager, the Town Foreman.

Donna Tona, Interim Chief Administrative Officer

***** FIRE BAN *****

Effective immediately Town of Rimbey has implemented a Fire Ban for the entire community due to the on-going extreme fire hazard and dry windy conditions. No new fire permits will be issued and existing permits are hereby suspended.

The Town of Rimbey ban applies to anything that produces an open flame such as, but not limited to, burning barrels, backyard fire pits/rings, fireworks, etc. At present, the ban does not apply to gas fueled equipment such as a propane barbecue.

The ban remains in effect until further notice.

We thank you for your cooperation in helping to keep our municipality safe!

For more information contact:

Donna Tona, Interim Chief Administrative Officer

Recreation and Community Services 403-843-3151



**Last class of the season
 is May 2nd at 7pm!**

Spring has sprung
 early and the tennis
 courts are all set up
 for the season!

Community Garden

Community Garden Applications are now available at the Recreation office and Online:

[www.rimbey.com/
 administration/forms-
 and-applications](http://www.rimbey.com/administration/forms-and-applications)



Drop In Sports This Week:

7-8:30pm

Tuesday-
 Badminton

Thursday-
 Open Gym/Pickleball

Drop in Sports for May

For the month of May
 Badminton and
 Pickleball will be on
 Wednesday nights from
 7-8:30pm.

Preschool Dance

for Ages 3-6; \$40.00/8 week session

Tuesdays 1-2pm; May-June 2016

Learn simple dance moves through play and structured dance. Participants will learn how to feel the flow of dance and how to interpret it at their own level.

Register at Rec Office 403-843-3151