



# Municipal Internship Program – Host Profile

## Kneehill County

**Program stream:** Administrator

<https://www.kneehillcounty.com>

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*Situated in the heart of central Alberta, Kneehill County is a progressive rural municipality that mixes agriculture, oil and gas, prairies, and badlands. Our team of Council and 80 staff are excited to have a Municipal Intern join us! The County has a population just above 5,000 residents within a region of over 11,000 people. As a team we're tiny but mighty! We do a lot of work in service of our community and like to have fun while doing it. The County offers a wide array of services to the public and want you to be apart of all of them. We won't even judge you about what sports teams you cheer for! Okay, we might judge you a little on that . . .but not really.*

### About Kneehill County

Based in Three Hills, we're 45 minutes from Drumheller, 1 hour from Red Deer, and 2 hours from the Rockies. We're rural, but not far away from everything. The towns and villages in the area provide recreational opportunities including indoor and outdoor swimming pools, indoor and outdoor skating rinks, walking and biking trails, ball diamonds, arenas, curling rinks, a wide variety of parks, and playgrounds as well as campgrounds. Golf courses in the area include Trochu, Three Hills and Acme. We're also home to Horseshoe Canyon, Dry Island Buffalo Jump, and Orkney Viewpoint

Kneehill County is near Drumheller, Red Deer, and Calgary. Even though we're not far from bigger places, our little communities offer a variety of restaurants, health care, recreation, and most basic services such as groceries and pharmacies.

### About Kneehill County as an employer

We're positive, ethical, and evolving. We're working to establish a culture of growth - personal and organizational - and continuous improvement. Staff and Council are open to exploring new ways of doing things and understand that sometimes that involves taking some risk. We're professionals in blue jeans.

### What's happening in Kneehill County?

Kneehill County always has things on the go, but a few that might interest you are:

- Development of services and amenities at Horseshoe Canyon
- Implementation of an organizational Asset Management system
- Process reviews and modernization
- Management of the Aqua 7 Regional Water Commission
- Service Level reviews
- Expanding citizen engagement and public consultation programs
- Development of a career progression system for staff
- Expanding Economic Development initiatives

Find out more at [www.alberta.ca/municipal-internship-program.aspx](http://www.alberta.ca/municipal-internship-program.aspx)

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## Proposed intern activities

As an intern, some of the activities you will be involved with will likely include:

- Development of services and amenities at Horseshoe Canyon
- Implementation of an organizational Asset Management system
- Process reviews and modernization
- Involvement in the Aqua 7 Regional Water Commission
- Service Level reviews
- Assisting with citizen engagement and public consultation programs
- Economic Development programs
- Municipal elections
- Field level public works operations
- Hiring processes
- Budget Development
- Intermunicipal Collaboration Framework negotiations
- Intermunicipal Development Plan reviews
- Council presentations

## Employment Details

**Work arrangements:** County staff currently work in the office.

**Driver's Licence:** Required

**Public Transit:** Public transit is not available in the County.

### What the Kneehill County is looking for in a candidate

We are looking for:

- Critical thinking
- Openness to learn (and teach us, too!)
- Ability to research
- Familiarity with basic office programs (word, excel, etc.)
- Willingness to roll up your sleeves and get your hands dirty

We want to provide a well-rounded experience that will help launch your career. That means you'll be working with Council and the Senior Leadership Team, helping labour crews in the field, and everything in between.

Be willing to have some fun!

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