



NORTHERN SUNRISE COUNTY

JOB POSTING

Director of Legislative Services/ Assistant CAO

Northern Sunrise County is a vibrant and action oriented municipality that is looking for a Director of Legislative Services/Assistant CAO with similar qualities. If you enjoy working in an environment that encourages development, fosters growth and looks at the big picture, this position will interest you.

This position is a member of the senior management team and will be responsible under the direction of the CAO for implementing Council directions and coordination of management team activities. The successful candidate should have experience in development of bylaws, policies, research, strategic planning and demonstrated management skills. The position will assist with CAO activities, Human Resource Management, and County communication.

The County located east of Peace River has an abundance of natural resources with the third largest oil sands development in Alberta, some of the finest agricultural land and wilderness areas for fishing, hunting, and camping. We have a vibrant cultural heritage and a population of industrious and innovative residents. The County is a large rural municipality including 2,224,815 hectares of land and over 1000 kilometres of roads.

Please visit our web site for a detailed job posting at www.northernsunrise.net. We offer a competitive salary/benefit package and relocation allowance. Suitable applicants may forward their resume to:

Peter Thomas, Chief Administrative Officer
Northern Sunrise County
Bag 1300, Peace River, AB T8S 1Y9
Phone: 780-624-0013 Fax 780-624-0023
pthomas@northernsunrise.net

The position will remain open until a suitable candidate has been hired. We would like to thank all applicants and advise that only those to be interviewed will be contacted.



NORTHERN SUNRISE COUNTY

Bag 1300
Peace River, AB
T8S 1Y9
Phone: 780-624-0013
Fax: 780-624-0023

TITLE: Director of Legislative Services/Assistant CAO

REPORTS TO: Chief Administrative Officer

POSITION SUMMARY:

The Director of Legislative Services/Assistant CAO assists with coordination of senior management team activities, administration and follow-through of the Chief Administrative Officer's (CAO) office delegated assignments and related activities in accordance with the Municipal Government Act & other Provincial and Federal legislation, Council approved Bylaws, directions, policies and Business Plan.

Working with the Senior Management Team, the Director of Legislative Services/Assistant CAO conducts research and writes Request for Decision reports that support the development of bylaws, policies, plans, contracts and correspondence that formulate the direction and guidance for: CAO, the Senior Management Team and ultimately County Council.

SPECIFIC ACCOUNTABILITIES:

1. Coordinate the Strategic Business Planning process for the CAO and Council along with the Senior Management Team to maintain a current Business Plan that includes short and long term goals, strategies and action steps.
2. Develop Bylaws and policies for the Senior Management Team that support legislative and operational functions required for effective County governance.
3. Provide managerial assistance to the CAO to assist with the managerial workloads and communication linkage with the Senior Management Team.

4. Maintain an efficient operating CAO office along with Council & Committee agendas, minutes and processing of Request for Decision Reports intended for the CAO or County Council.
5. Maintain and operate a modern and effective County and CAO records management system, and computer technology system, one that increases council meeting efficiency and tracks Council actions and directions to the Senior Management Team.
6. Attend all meetings designated by the CAO which may include Council, Committees, Boards, and Commissions appointed by Council, Tri-County meetings, and NEW water Ltd. meetings, and assists in the decision making process by providing advice, guidance and consultation, as required.
7. Accountable for the development, implementation and monitoring of Human Resource policies, a system of performance standards for staff, and monitoring of departmental completion of performance reviews of all staff on an annual basis.
8. Monitor the prompt handling of all requests, enquires and complaints by residents or staff on behalf of the CAO.
9. Liaise with other local governments, Provincial and Federal, when required.
10. Undertake the responsibility to stay informed and updated about governmental and community affairs and ensure that the CAO and Senior Management Team are made aware of significant trends.
11. Serves as the County Contact for the “Freedom of Information and Protection of Privacy Act”, and Returning Officer for County elections.
12. Responsible for the development and execution of a County Communication Strategy.
13. Acts as Returning Officer for all Local Elections
14. Acts as Coordinator for Municipal Censuses, including Shadow Population Surveys.
15. Secretary to the Subdivision and Development Appeal Board.
16. Secretary to the Agricultural Weed and Pest Notice Appeal Board.
17. Provides Commissioner for Oaths services.
18. Clerk for the County’s regional Assessment Review Board (ARB).

19. Perform any other duties as may be required by the CAO.

EDUCATION AND EXPERIENCE

- Local government certificate and/or general business diploma or degree.
- Local government legal training.
- Knowledge of relevant legislation including *Municipal Government Act, Freedom of Information and Protection of Privacy Act, Local Authorities Election Act*
- At least two to four years of related experience in a Local Government or public setting with management experience including:
 - Successful policy and managerial team development at senior executive levels;
 - Multi-dimensional service organization with proven ability to coordinate activities, research and integrate complex planning and policy initiatives;
 - A positive record of working effectively with appointed and elected officials, volunteer boards and committees and public participation processes and policy and service delivery;
 - Experience in strategic planning, organization development, human resource management and policies and in achieving results in building team and employee relations;
 - Ability to write comprehensive and succinct reports and correspondence at a senior level; and
 - Ability to apply current day technology and computer tools to office systems and work assignments.
- Valid Drivers License is required.
- Equivalent combination of education and experience may be considered.

Last Reviewed: August 2014

Vision Statement: *“A vibrant and dynamic County, reflecting strong values and progressive attitudes, while balancing nature and economic growth in a global environment”*