



## **Employment Opportunity – Manager of Legislative Services**

Wetaskiwin is a thriving and progressive community located in Central Alberta between Edmonton and Red Deer. The City offers an ideal location for individuals who have a strong desire for excellent recreation facilities and programs, relaxing and inviting outdoor trails and spaces where an individual or a family can thrive. Our community has a first class Manluk Regional Aquatic and Fitness Centre, World Class Reynolds Museum, a sensational library, quality medical facilities and breathtaking geography in our backyard.

Reporting to the Assistant City Manager/Director of Corporate Services, the Manager of Legislative Services will plan, develop, coordinate, lead and implement legislative initiatives with the key focus being on enhancement of the organization's effectiveness through the provision of key advice to Council, the Senior Management Team and staff.

### Key Areas of Responsibility

- Provide support to Council and various Council Committee meetings by preparing agendas, recording meeting minutes and processing business arising from the meetings.
- Serve as Secretary to the Subdivision and Development Appeal Board and the Assessment Review Board.
- Coordinate the legislative and legal function and processes for the municipality including the development and management of bylaws, policies and administrative procedures.
- Serve as the City's FOIP Coordinator and Commissioner of Oaths.
- Serve as the Returning Officer for Elections and Census Coordinator.
- Manage the Records Management and Archives departments.

Qualifications and Preferences:

- A university degree in related field with a minimum of five years municipal experience.
- Excellent knowledge of the Municipal Government Act, Local Authorities Election Act, Freedom of Information and Privacy Act, Census Regulations and other applicable legislation.
- Superior verbal and written communication skills along with sound knowledge and understanding of internal and external communication processes and municipal operations.
- Extensive experience using computer systems, the Microsoft Office Suite of programs and iCompass CivicWeb applications.
- Excellent organizational, analytical and time management capabilities in order to plan and meet project and legislated timelines.

The City of Wetaskiwin offers a competitive salary complete with an exceptional benefits package. Applications for this opportunity will be accepted until November 14, 2014, addressed to:

Therese Myndio, C.M.A.  
Assistant City Manager/Director of Corporate Services  
City of Wetaskiwin  
Box 6210  
Wetaskiwin AB T9A 2E9  
[tmyndio@wetaskiwin.ca](mailto:tmyndio@wetaskiwin.ca)

*The personal information submitted pursuant to this advertisement will be utilized for this Employment Opportunity only and is subject to compliance with the Freedom of Information and Protection of Privacy Act. Applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted.*