



**Lac La Biche County**  
welcoming by nature.

## **EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **Legislative Services Coordinator** **Full-Time Permanent Position**

Reporting to the Senior Manager, Legislative and Information Services, the Legislative Services Coordinator is a hands-on intermediary of Council and Senior Administration. The Legislative Services Coordinator is responsible for: the ground work of agenda preparation; recording secretary duties; drafting and updating bylaws, policies, and procedures; and Commissioner of Oaths duties.

The Legislative Services Coordinator also assists in the day-to-day operations of the Legislative Services Department. This work is to support special projects, ensure the smooth operation of Council meetings, and adherence to legislation.

The Legislative Services Coordinator serves as the committee and board liaison; assists the Secretary of Subdivision and Development Appeal Board (SDAB), Assessment Review Board (ARB), the Returning Officer (elections), and Census Coordinator; and assists with information and FOIP requests as directed by the Senior Manager, Legislative and Information Services.

#### **Responsibilities:**

#### **Preparation, Execution, and Follow Up from Meetings of Council and Quasi-Judicial Boards**

- Collect, review, and compile Briefings and Requests for Decision from Senior Managers and staff and provide support or assistance as required.
- Develop agendas and prepare agenda packages for distribution to Council and Senior Administration.
- Schedule and coordinate delegations to appear before Council and Committees of the Whole.
- Attend all meetings of Council (Regular, Special, Strategic Sessions, Public Works Committee, Policy and Priorities Committee)
- Serve as Recording Secretary for all aforementioned Council meetings where proceedings and motions are captured in a written record.
- Draft and circulate an official record of all meetings and minutes.
- Initiate tracking and follow-up from all meetings of Council.
- Provide guidance and advice to Council, the CAO, Boards and Committees, and staff on procedural and legislative matters, as required.
- Act as liaison to Council Boards and Committees.
- Assist the Secretary of the Subdivision and Development Appeal Board (SDAB) and the Assessment Review Board (ASB) with Hearing preparation, minute taking, and decision writing.

#### **Managing Records**

- Update Bylaws, Policies, Procedures, Committee Listings, and other databases as necessary, to reflect decisions and changes ratified by Council.

- Maintain, ensure accuracy of, and file official records of all meeting materials and corporate Bylaws, Policies, and Procedures.
- Circulate updated Bylaw, Policies, and Procedures to Administration.
- Circulate and file minutes of Boards and Committees.
- File and maintain an official record of all Bylaws, Policies, and Procedures.

### **Research and Information Requests**

- Execute research, as required, for the purpose of policy analysis and development, and Information or FOIP requests.
- Research and compile information and reports from various internal and external sources.
- Respond to information requests as required in a timely and accurate manner.
- Liaise with staff to provide advice surrounding questions and concerns.

### **Boards and Committees**

- Maintain a current listing of Board and Committee appointments and bring forward for Council's ratification any resignations, vacancies, and new appointments.
- Assist with creating Terms of Reference for Boards and Committees.
- Assist with development and delivery of training materials with respect to agenda preparation, minute taking, and meeting procedures.

### **Special Projects**

- Assist with the development and delivery of training materials on census enumerations and election processes.
- Assist the Census Coordinator with planning, contractor agreements/oversight, training, liaising with enumerators, and reporting of results.
- Assist the Returning Officer with planning elections, ensuring compliance with legislated timelines and advertising, scheduling Deputy Returning Officers, preparation of nomination materials, and attending voting stations.

### **Qualifications:**

- Level 1 NACLA or Certificate in Local Government Administration or equivalency.
- Diploma or undergraduate degree in Business or Public Administration, or related field.
- At least two years' experience working for an Alberta municipality.
- An equivalent combination of education and experience may be considered.
- Must be a Commissioner for Oaths or have ability to obtain the same.
- Must possess a class 5 driver's licence.
- Superior knowledge of the *Municipal Government Act*, *Freedom of Information and Protection of Privacy Act*, *Local Authorities Election Act*, and Alberta Census Regulations.
- Experience with Council meeting procedures, agenda preparation, policy development, and the production of minutes.
- Ability to read and interpret Government legislation;
- Must be able to handle and prioritize work for a deadline-driven department;
- Political acuity and ability to handle sensitive and/or confidential matters;
- Demonstrate excellent customer service delivery;
- Superior analytical, organization, and communication skills (both verbal and written);
- Ability to work with minimal supervision and make decisions in a high pressure environment;

- Demonstrate ability to use sound judgment, manage a variety of tasks, and meet deadlines consistently;
- Ability to think strategically and critically;
- Ability to build strong and productive working relationships with members of staff across all departments;
- Ability to assist with the development and delivery of presentations, training, or education programs;
- An eye for detail and ability to write and interpret complicated legal documents;
- Maintain a working knowledge of corporate and Council Policies and Procedures;
- Time management and ability to manage competing priorities;
- Conduct research using internal, external, and academic resources;
- Experience with Microsoft Office, especially Word, Outlook, PowerPoint, SharePoint, and Excel;
- Willingness to read, understand, and comply with this municipality's safety policy, safe work practices, procedures, and rules and any occupational health and safety legislation.
- Must submit a Driver's Abstract, Criminal Record Check, Child Welfare Check and Medical Assessment that meets the satisfaction of the County.

**Salary range is \$57,433.88 to \$71,089.51 annually**

- Lac La Biche County offers a comprehensive and competitive benefits package, including a pension plan.
- Competition number: 50-LSC-16
- Closing date: Open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679

Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: [hr@laclabichecounty.com](mailto:hr@laclabichecounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.