

LEGISLATIVE SERVICES COORDINATOR

Due to the retirement of the current incumbent, the City of Camrose has an excellent opportunity for a highly motivated **Legislative Services Coordinator** to join our dynamic and committed team. The Legislative Services Coordinator will play a key role in facilitating the business of City Council ensuring that a consistent approach is taken to corporate procedures, bylaws, policies and agreements. In addition this position will monitor administrative and Council adherence to municipal legislation, and in particular the Municipal Government Act (MGA) of Alberta.

FUNCTIONS:

- Maintain knowledge of all relevant Acts, Regulations, and other related Legislation, and update Management Team as required.
- Preparation of Council, Committee of the Whole, and Special Meeting Agendas and Minutes.
- Research, review, and interpret policies, contracts, agreements, bylaws, provincial legislation and other legal documents.
- Assist with the development of policies, contracts, agreements, bylaws and other legal documents.
- Ensures that official notices and/or Council decisions are posted in accordance with statutory requirements.
- Acts as the Clerk to the Assessment Review Boards and the Subdivision and Development Appeal Board.
- Acts as the Presiding Deputy Returning Officer for all Municipal Elections.
- Acts as the Deputy Census Coordinator for Municipal Census.
- Assists the FOIP Coordinator with processing requests and providing advice to staff for FOIP and privacy inquiries as required.

QUALIFICATIONS:

- A post-secondary degree or diploma in public administration, business administration, law or related field.
- National Advanced Certificate in Local Authority Administration.
- Minimum five (5) years' experience in a similar position.
- Certified Clerk for Assessment Review Boards and Subdivision and Development Appeal Boards.
- Extensive knowledge of all relevant Acts, Regulations, and other related legislation.
- Experience in Municipal Elections, Public Vote Bylaws and Petitions.
- Experience in parliamentary procedures.
- Experience in Municipal Census coordination.
- Experience in application of FOIP Legislation and training.
- Experience in the development of bylaws, policies and agreements.
- Commissioner of Oaths (or ability to apply).
- Strong verbal and written communication and presentation skills along with demonstrated effective interpersonal skills.
- Excellent planning, organizational, project management, problem solving and decision making skills.
- Ability to multi-task in a fast paced environment.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

ANNUAL SALARY: The City of Camrose has a progressive salary and benefit package. The starting salary for this position will be established based on qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below by August 31, 2020 at 4:30 p.m. ***We appreciate and consider all applications; however only candidates selected for interviews will be contacted.***

CONTACT:

City of Camrose
Attention: Human Resources
Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8
P: 780.672.4426 | F: 780.672.2469 | E: hr@camrose.ca | W: www.camrose.ca