



Make working for
The City work for you.



Legislative Coordinator - AMENDMENT

If you are committed to public service, enjoy collaborating with others, share our [values](#) have a desire to learn and grow, join The City of Calgary. City employees operate the facilities, deliver the services and run the programs which make a difference in our community. We support work-life balance and offer competitive wages, pension and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

As the Legislative Coordinator you are responsible for leading a team that provides legislative, procedural and meeting management support to the public, City Administration and City Council and its Committees. Primary duties include:

- Establish, maintain and contribute subject matter expertise and guidance to Members of Council, Administration and the public regarding legislative process, roles, and procedures, in accordance with legislation and established practices.
- Ensure necessary materials and documents, including Bylaws and submissions from the public, are properly presented and considered before Council and its Committees,
- Ensure that an accurate record of Council and Committee activities and decisions is captured for the Corporate Record.
- Ensure debate and decisions are conducted according to proper procedure and legislation.
- Supervise a team of Legislative Advisors, including assigning work, training, performance development and management, issue resolution, budgeting, and recruitment.
- Assign staff to all meetings of Council, Council's Standing Policy Committees and other Committees, and ensuring necessary supports, templates and procedures are in place.
- Oversee the City's legislative meeting management system and required audio/visual systems, including liaison with appropriate internal partners and external vendors,
- Research best practices, preparing reports, and delivering outreach and education activities to stakeholder groups.

Qualifications

- A degree in Administrative Law, Business, Commerce, Political Science, or Public Administration.
- At least 8 years of progressively responsible and diversified experience working in a public sector environment or equivalent multi-disciplined organization is required
- Experience working with legislation and experience in a direct supervisory role are required.
- A National Advanced Certificate in Local Authority Administration, Local Government Program Certificate, Certified Municipal Clerk designation, Registered Parliamentarian, Project Management, and/or Master Municipal Clerk designation will be considered assets.
- Effective communication, political acumen, meeting management, project management and problem solving skills are also required.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: Exempt
Position Type: Permanent
Compensation: Level E \$77,891 – 117,609 per annum
Hours of work: Standard 35 hour work week
Audience: Internal/External
Amendment: Apply By date

Business Unit: City Clerk's Office
Location: 323 7 Avenue SE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: May 1, 2020
Job ID #: 303059

Apply online at www.calgary.ca/careers

We value diversity of expertise, talent and opinion which creates an innovative and collaborative environment. We are committed to a respectful and inclusive workplace and welcome applications from all qualified individuals.