



LS Project Coordinator

Legal & Legislative Services

Centrally located between Alberta's two largest cities with over 100km of beautiful trails within Red Deer City Limits our City has a lot to offer. The City of Red Deer is always on the hunt for talented and success driven people. We are always seeking creative and skilled individuals with the ability and desire to lead in our dynamic workplace.

The City of Red Deer is currently recruiting for the right person to fill the Permanent Full-time position of LS Project Coordinator in our Legal & Legislative Services department. The LS Project Coordinator is responsible for planning projects and playing a coordination role to advance the work of the department. Projects include the municipal election, census and other projects as assigned. The Project Coordinator also supports the department's access and privacy work.

Our preferred candidate will have the following criteria:

- Four-year degree from a recognized college or University in Business Administration, Project Management, Public Administration, or related field plus. Equivalent combinations of education, experience and competencies may be considered
- Completion of Provincial FOIP Training (Introduction and Privacy, Access to Information and Managing a FOIP Program), provincial Election Training and Provincial Census Training would be considered an asset
- Three years of progressively responsible municipal experience, including experience in elections and census management.
- Ability to interpret and apply legislation, e.g. Municipal Government Act, Local Authorities Election Act, policies and bylaws
- Ability to write reports that reflect large amounts of data and the interpretation of legislation
- Proven exceptional expertise with written and oral communications
- Ability to work with minimum supervision
- Advanced written and communication skills including a demonstrated ability to analyse detailed information and transcribe it into a concise document using plain language
- Advanced analytical skills
- Advanced interpersonal skills including conflict resolution and negotiation skills
- Ability to work under pressure and meet strict statutory requirements
- Able to work independently or as part of a team
- Demonstrated ability to network and conduct self-directed research to stay current and connected with government and industry initiatives and activities related to their position
- Demonstrated ability as a problem-solve and idea-generator
- Demonstrated ability to strictly maintain the confidentiality of highly sensitive information.
- Ability to take initiative and manage diverse subject matter.
- Proven ability to recognize, understand and contribute to team goals and objectives.
- Working knowledge of provincial and municipal legislation, bylaws and policies and the ability to interpret same preferred.
- Proficiency in Microsoft Office suite (Word, Excel, Outlook, PowerPoint, and Publisher) and Internet software
- Capable of lifting boxes approximately 25 to 40 lbs.

What we offer:

In addition to the very competitive hourly rate of \$40.64 to \$42.78 and an excellent benefit package; we also offer a great work environment with a dynamic and dedicated team of likeminded professionals.

If you like what you have read and think this is the job for you; come build your career with the City of Red Deer. We are committed to a healthy, vibrant, and sustainable community. Our employees are the cornerstone of our organization and working with us will provide you with the opportunity to work in an ever-growing environment and to work with an awesome group of people.



We welcome applications until April 27, 2023
For a detailed job description and to apply, please visit
www.reddeer.ca/careers

Applicants not contacted are thanked for their interest.