



Legislative Officer

Competition #J1123-0365

One (1) Permanent Full Time Position

Reporting to the Director, Legislative Services, the Legislative Officer – Governance position is responsible for providing legislative related support to Council, Boards and Committees, to City of Fort Saskatchewan staff, and to the public. Collaboration and working closely with team members are essential for this position. The Legislative Officer will be trained in the overall functions of the Legislative Services Department to allow for cross training opportunities.

Some specific accountabilities for this position include:

- Operating the Meeting Management Software (eSCRIBE) and carrying out the duties of Recording Secretary at Council meetings and Committee of the Whole meetings.
- Coordination and preparation of Council and Committee of the Whole agendas, including receipt and review of agenda reports, ensuring correct formatting, content, and legislative compliance.
- Assisting the Director in delivering the City's Freedom of Information and Protection of Privacy (FOIP) program.
- Assisting and participating in Subdivision and Development Appeal Board and Assessment Review Board matters.
- Coordinating the City's municipal boards and committee appointments, including scheduling of interviews, advertising of positions, and tracking all appointments.
- Providing support with the research and interpretation of legal and legislative documents.
- Attendance as required, to support the Legislative Services team with conducting Council meetings and Committee of the Whole meetings.
- Back-up assistance with the delivery of all Councillor and Council-related administrative support.
- As part of a working team, participate and assist with the planning and administration of municipal elections, by-elections, plebiscites and municipal censuses.

Qualifications:

- Post-secondary education in Municipal Government, Law, or a related field.
- Completion of the National Advanced Certificate in Local Authority Administration.
- Completion of the Information Access and Protection of Privacy Certificate is an asset.
- Completion of the Subdivision and Development Appeal Board certificate or the Assessment Review Board Certificate would be assets.
- Have or be willing to obtain a Commissioner for Oaths appointment.
- A minimum of three (3) years' experience in municipal government, law, or a related field.
- Experience with the Subdivision and Development Appeal Board and Assessment Review Board is an asset.
- Proficient in Microsoft Office including Word, PowerPoint and Excel.
- Experience with the eSCRIBE meeting management software is an asset.
- Must have strong organization, presentation, verbal and written communication skills.
- The successful candidate will pride themselves on their professionalism, excellent customer service skills and work well within a team environment.

Hours of Work: 37.5 per week; Monday to Friday

The City of Fort Saskatchewan offers a competitive compensation package with a salary range of \$73,456 to \$86,424 per annum. Qualified applicants are invited to apply in confidence no later than Wednesday, December 6, 2023, through the Career Portal on the City's website at www.fortsask.ca.



Take your Career in the Right Direction

Fort Saskatchewan, home to more than 27,000 people, is a vibrant economic and cultural hub located in Treaty 6 Territory and Métis Nation of Alberta Region 4, just 15 minutes northeast of Edmonton. The City of Fort Saskatchewan proudly manages recreation, culture and historic amenities including a performing arts theatre and a fitness centre within the Dow Centennial Centre and the historic 1875 – 1885 NWMP Fort Representation in the heart of downtown. Located on the banks of the North Saskatchewan River, Fort Saskatchewan boasts more than 80 km of paved trails along with many natural areas for residents to explore. As a City, we believe in diversity and inclusion and are working toward creating a city where all residents are respected and have a sense of belonging.

The City of Fort Saskatchewan thanks all applicants for their interest and advises those applicants under consideration will be contacted.