

The opportunity

Leduc County is looking for an experienced and highly motivated Legislative Coordinator to join our team. Reporting to the Manager – Communications, Intergovernmental and Legislative Services, this exciting opportunity provides legislative, procedural and meeting coordination and support to administration and Council. This position is accountable for scheduling and preparing council and committee agenda packages, maintaining the municipality's bylaws, meeting minutes, and policies. Through effectively managing priorities, the coordinator is a key contributor to the achievement of the organization's operational deliverables.

About us

We support the employee experience and are dedicated to providing and maintaining a healthy work-life balance and environment for our employees.

Leduc County's mission is to lead the way for people and business to thrive. Our vision is to create a caring and growing community at the centre of industry and agriculture. Leduc County's operations are guided through our values of:

- *Accountability* – we look after the best interests of Leduc County citizens.
- *Integrity* – we follow through on our commitments.
- *Passion* – we believe in the good that local government can provide and will carry out our roles in a way that shows the importance of local government.
- *Responsiveness* – we act quickly to provide local programs, services, facilities and amenities that our citizens require.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

What you will do

- Establishes, maintains, and contributes 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.

- Prioritizes work in a changeable environment.
- Verify necessary materials and documents, including bylaws and submissions from the public, are properly presented and considered before Council and its committees.
- Accurately records council and committee activities and decisions for the corporate record.
- Ensures debate and decisions are conducted according to proper procedure and legislation.
- Provides necessary support, templates and procedures to facilitate legislative processes.
- Serves as the clerk of quasi-judicial tribunals for the Regional Subdivision and Development Appeal Board and Regional Assessment Review Board.
- Oversees the County's agenda management software program and required audio/visual systems, including liaison with appropriate internal partners and vendors.
- Coordinates municipal elections and acts as Returning Officer.
- Researches best practices, prepares reports, and delivers education activities to stakeholder groups.
- Implements projects and day-to-day work assignments to meet service area deliverables.
- Supports the *Freedom of Information and Privacy (FOIP) Act* process as the backup for the records management coordinator for access to information requests under the *FOIP Act*.
- Purchases good/services on behalf of the county, within their assigned authority, ensuring efficient, responsible use of funds.
- Develops and recommends administrative directives and procedures, ensuring adherence to applicable legislation.
- Researches and carries out projects, studies and reports as assigned.
- Strives to continually enhance the quality and delivery of services through efficiencies and innovation.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

What you need to succeed

Must-have

- A diploma in administrative law, business, commerce, political science, public administration or related discipline

- At least five years of progressively responsible and diversified experience working in a public sector environment or equivalent multi-disciplined organization
- Experience working with legislation
- Proficiency with Microsoft Office suite of tools and other database and spreadsheet applications
- Experience with the *Municipal Government Act*, *Freedom of Information and Protection of Privacy Act* and the *Local Authorities Election Act*
- Knowledge of municipal government functions, including parliamentary procedure, tribunal administration, general legal processes and interpretation of legislation
- A service focus with strong verbal and written communication skills
- The ability to deliver presentations, and prepare clear, concise reports for senior levels of management

Nice to have

- National Advanced Certificate in Local Authority Administration (NACLAA), local government program certificate, Certified Municipal Clerk (CMC) designation, Registered Parliamentarian (RP), and/or Master Municipal Clerk (MMC) designation will be considered assets
- Demonstrated proficiency in an agenda management software program
- Familiarity with municipal operations and knowledge of rural communities

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$80,030.00 - \$100,038.00 municipal pension plan, three-weeks vacation allocation, and an employer-paid comprehensive benefits package.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted on our website at careers.leduc-county.com to be considered. This opportunity will remain open until a suitable candidate is found.

We thank all applicants however only those selected for an interview will be contacted.