



Legislative Services Coordinator Office of the CAO

Due to an internal promotion the Town of Drumheller is seeking a Legislative Services Coordinator to join their team!

The Legislative Services Coordinator reports to the Manager of Legislative Services.

They are responsible for the co-ordination and delivery of administrative duties for the CAO Office and Council under the direction of the Manager of Legislative Services. This will include establishing and maintaining various administrative processes, handling confidential and sensitive information, working with contracts and agreements and assisting in the preparation of written reports to Council.

A key function of the Legislative Services Coordinator role will be to back-up the Manager of Legislative Services. The Legislative Services Coordinator will also provide administrative support to various committees; attend meetings and produce minutes and associated documents.

Some duties may vary due to the specific nature of the Department such as policy writing, Freedom of Information and Privacy Protection correspondence, documentation for human resources, and working with economic development partners. Additional training will be required for some duties.

The successful candidates must respect the confidential nature of this role. Some variable work hours will be required to support back-up and emergency functions.

QUALIFICATIONS

Successful completion of a related post-secondary education program. Three to five (3 – 5) years of progressively responsible office experience, preferably in municipal government. An equivalent combination of education, training, and experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES

- Familiar with the Municipal Government Act, and Freedom of Information and Protection of Privacy Act
- Working knowledge of contracts and agreements
- An expectation of tact, discretion, confidentiality, and possess political acuity with both internal and external customers
- Strong interpersonal skills including, the ability to work cooperatively with

- others, including the public
- Effective time management skills; ability to perform duties with minimal supervision and work effectively with variable work loads and deadlines, to produce timely and accurate documentation
- Strong analytical and problem-solving skills
- Proficient verbal communication skills to provide and exchange information, clarify requests, and gather and interpret information
- Excellent written communication skills, including skills for drafting procedures and business documents; and proofreading skills with attention to detail for content and accuracy
- Proficiency in computer applications, specifically in Microsoft Office products such as Word, Excel, PowerPoint, etc., meeting software platforms, and on-line search engines
- Knowledge of the Incident Command System (ICS) would be an asset
- Successful candidates must be able to provide a current and clear Criminal Record Check

Applicants must clearly demonstrate how they meet minimum qualifications and requirement in their resume.

Hours of Work: 37.50 hours / week Monday – Friday, includes some evening work

Pay Scale: \$57,701 - \$73,098.00 annually, depending on experience.

Benefits: The Town of Drumheller offers a competitive total compensation package that includes a minimum 3 weeks vacation, 13.5 statutory holidays, 1-week personal leave time, extended health and wellness benefits package, participation in LAPP pension (effective date 1st day of employment), professional development support and an excellent team environment.

Employment Category: Out of Scope

Deadline for Application Submission: May 24th, 2024

How to Apply: Please submit your resume via the [CAREERS](#) section on our website.

The Town of Drumheller is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada are welcome to apply. We thank all applicants for their interest in this position; however only those candidates selected for an interview will be contacted.