

LEGISLATIVE OFFICER II

Position ID: J0524-0249

Job Type: Full Time

Department: Legislative Services

Number Of Positions: 1

Closing Date: June 20, 2024

Min Salary: \$85,598.00/Year

Max Salary: \$106,997.00/Year

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Legislative Officer II provides in-depth and expert advice and assistance in the areas of local, provincial, and federal legislation to protect the interests and assets of the organization and public and to ensure that the City operates within a democratic framework.

The Legislative Officer II will also provide guidance and assistance to the Legislative Services Officer I. Both roles may work together collaboratively, with the Legislative Officer II taking the lead and providing direction on the main responsibilities listed below.

Responsibilities include:

- Performing research, analysis and preparing corporate and technical correspondence, briefings and reports
- Drafting and reviewing policies, bylaws and reports to Council
- Administering the Subdivision and Development Appeal Board and General Appeal Board processes
- Administering the Freedom of Information and Protection of Privacy program including responding to privacy inquiries and requests, preparing and reviewing privacy impact assessments and liaising with the Office of the Information and Privacy Commissioner
- Acting as a subject matter expert to interpret complex legislative matters and providing a review to ensure compliance with legislation
- Acting as back-up for City Clerk and/or Assistant City Clerk
- Acting as Committee Clerk for Council's Standing Committees, which includes liaising with Committee members, attending meeting agenda review with the Committee Chair, reviewing and finalizing draft meeting minutes and attending and providing procedural advice at meetings
- Participating in Legislative Services clerk of the day rotation (one day a week); checking mail, legislative services email box, and forwarding correspondence, answering department calls, receiving ARB, SDAB appeals and FOIP requests, contract intake and cataloging
- Assisting with other projects such as elections and census as required

You Bring:

- Bachelor's Degree in Law, Public Administration or Business Administration or a related field
- A designation such as Certified Municipal Clerk (CMC), Master Municipal Clerk (MMC), Certified Information Access & Privacy Professional (CIAPP), Certificate in Tribunal Administrative Justice (CTAJ) would be an asset

- A minimum of 5 years of experience in a municipal legislative services environment
- Experience with Quasi-judicial Boards (Assessment Review Board, Subdivision and Development Appeal Board and General Appeal Board)
- Comprehensive knowledge of the Municipal Government Act (MGA)
- Prior experience and knowledge providing information and expertise on Freedom of Information and Protection of Privacy (FOIP) related matters and requests
- Prior work experience in legislative services including bylaw and policy management (drafting and reviewing)
- Excellent written and verbal communication, interpersonal and relationship building skills
- Strong attention to detail and high level of accuracy
- Political sensitivity, conflict resolution and negotiation skills
- Proficient in the use of Microsoft Office including MS Word, Excel, Outlook, SharePoint
- Ability to work effectively within a multi-disciplinary team
- Ability to operate with a high standard of ethics, integrity and discretion
- Flexible and comfortable with decision-making and working under political and external pressures
- Well-developed interpersonal skills and the ability to influence and form collaborative relationships
- Ability to remain innovative and positive in times of imposed constraints and challenge
- Demonstrated ability to handle a variety of complex projects/tasks with competing priorities in a result-based environment

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This full-time position (37.5 hours per week) includes a comprehensive benefits and pension package.

Please provide a cover letter as a means of introducing yourself and your interest in this role.

Next Steps:

Candidates are invited to apply online at www.airdrie.ca.