

Cultivate Your Career



FOIP AND LEGISLATIVE PROJECTS COORDINATOR TERM FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Legal, Legislative & Record Services
Location	5 St. Anne Street, St. Albert
Compensation	\$81,116-\$99,835 per annum
Closing Date	October 2, 2024
Competition #	24/176

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees proudly serve over 72,000 residents, delivering exceptional programs and services that make St. Albert one of the most desirable places to live in Canada.

The City of St. Albert is seeking a FOIP and Legislative Projects Coordinator to join our Legal, Legislative, & Record Services department with the primary focus to assist with the coordinating and successful completion of the City's 2025 municipal election.

The individual in this position serves as a primary support to the Deputy City Clerk and the Legislative Services team in the planning, organization, administration, delivery, reporting and evaluation of the 2025 municipal election.

The individual in this role will be responsible for:

- Primarily, coordinating the tasks and initiatives required to maintain the City's compliance with the Local Authorities Election Act, and the implications of Bill 20 with consideration to the Freedom of Information and Protection of Privacy Act (FOIP).
- Planning, organization, delivery, reporting and evaluation of the election.
- Report writing, development of short-term plans and training manuals, and assisting with the recruitment and monitoring of officials.
- Supporting the acquisition of vendors, contract management, and significant logistical coordination including the delivery of materials and supplies to voting locations and all related logistics during the advance polls and on voting day.

TERM

This is a term position with an end date of October 31, 2025.

HOURS OF WORK

We offer a compressed bi-weekly schedule of 72 hours, working Monday to Friday from 8:00 a.m. to 5:00 p.m., with a regular day off (RDO) every two weeks.

QUALIFICATIONS

- Post-secondary Diploma in public administration, local government, or a related field.
- 8 years of municipal government experience in an Albertan or federal context, with a focus on election and legislative support.
- In-depth knowledge of the Local Authorities Election Act of Alberta, the Alberta's Freedom of Information and Protection of Privacy Act and Municipal Government Act.
- Prior experience in election planning and coordination.
- Completion of a certificate program relating to FOIP and Access and Privacy (IAPP Program) is an asset.
- Sound understanding of the application of both access to information and protection of privacy knowledge, security principles and practices, and records management requirements and procedures.
- Strong analytical abilities to assess situations and decision-making abilities to formulate a response to various access and privacy matters.
- Effective interpersonal skill, tact, and diplomacy.
- Experience developing and facilitating training to both staff and management.
- Skill in drafting procedures, directives, and reports.
- Attention to process and detail.
- Valid Class 5 Drivers License and a personal vehicle for work use is required.

COMPENSATION

\$81,116-\$99,835 per annum. In addition, the City of St. Albert offers a comprehensive benefit package.

The successful applicant will be required to maintain a satisfactory police information check.

Please submit a cover letter and a resume when applying for this opportunity via the City of St. Albert employment website www.stalbert.ca/employment

CLOSING DATE

October 2, 2024

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.