

LEGISLATIVE OFFICER II

Position ID: J0924-0165

Job Type: Full Time

Department: Legislative Services

Number Of Positions: 1

Min Salary: \$86,796.00/Year

Max Salary: \$108,495.00/Year

Closing Date: Oct 04, 2024

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
- Acting as back-up for City Clerk and/or Assistant City Clerk

- Acting as Committee Clerk for Council's Standing Committees
- Participating in Legislative Services clerk of the day rotation (one day a week)
- 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 OR a Diploma/Certificate for paralegal, policy, privacy or a related field plus equivalent work experience
- 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 5 years of experience in a municipal legislative services environment which includes administering:
 - o Quasi-judicial Boards (Assessment Review Board, Subdivision and Development Appeal Board, and General Appeal Board)
 - o A Freedom of Information and Protection of Privacy (FOIP) program
 - o Prior work experience in legislative services including bylaw and policy management (drafting and reviewing)
 - o Comprehensive knowledge of the Municipal Government Act (MGA)
 - o Excellent written and verbal communication, interpersonal and relationship building skills
 - o Strong attention to detail and high level of accuracy
 - o Political sensitivity, conflict resolution and negotiation skills
 - o 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 written and verbal communication skills, 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.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.