

PROJECT LEAD, LEGISLATIVE PROJECTS

Position ID: J0924-0167

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 Project Lead, Legislative Projects is responsible for delivering multi-stakeholder, complex, and highly legislated municipal projects including the City's municipal general elections, by-elections, annual census, board and committee member recruitment and selection process, planning and implementation of organizational meetings and larger public hearing logistics and other legislative projects required within Legislative Services.

This position plays an integral part of the Legislative Services team and is responsible for the delivery of large and small-scale projects. Projects within Legislative Services scale up or scale down depending on the needs of the organization. This position 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.

In off-project cycles, the Project Lead plays a key role in ensuring election and census readiness, which includes reviewing and updating existing business processes and undertaking research, policy, and legislative analysis to support Legislative Services.

Responsibilities include:

- Manages major operational streams within election, by-election, and census projects including facilities & logistics, engagement, communications, processes and events, technology, and training
- Develops and implements the project management plan for small-scale projects, including all activities and functions required to implement the project including advertising, hiring, training, supplies, forms development and reporting of results etc.
- Undertakes research, policy, and legislative analysis to support operations to develop business processes that meet legislative and regulatory compliance
- Conducts project management activities including leading projects and project teams using best practice project management methodologies
- Identifies service and process gaps and lead process reviews, innovation, and continuous improvement initiatives
- Prepares corporate and technical correspondence, briefings and reports
- Documents processes for committee member recruitment, hiring, and worker pay. Develops interview templates and standardized interview questions based on position type. Develops and delivers training to election and census workers
- Develops effective working relationships and collaborates with a variety of partners, both internal and external. Support change management strategies, including communications plans, training, and documentation

You Bring:

- Undergraduate degree in public administration or Business Administration or a related field with at least two years of local government experience OR A two-year diploma in a related field with at least two years of municipal government experience. Equivalent combination of experience and education may be considered
- Project Management Certification an asset
- Comprehensive knowledge of local government processes, the Municipal Government Act, Local Authorities Election Act, Census regulations and Freedom of Information & Protection of Privacy Act
- Experience in leading municipal elections
- Experience in leading municipal census
- 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

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.