

LEGISLATIVE SERVICES COORDINATOR

The City of Camrose has an excellent opportunity for a highly motivated Legislative Services Coordinator to join our dynamic and committed team. The Legislative Services Coordinator will play a key role in facilitating the business of City Council ensuring that a consistent approach is taken to corporate procedures, bylaws, policies and agreements. In addition, this position will monitor administrative and Council adherence to municipal legislation, and in particular the *Municipal Government Act* (MGA) of Alberta.

FUNCTIONS/DUTIES (but not limited to):

- Maintain knowledge of all relevant Acts, Regulations, and other related Legislation, and update Management Team as required.
- Preparation of Council, Committee of the Whole, and Special Meeting Agendas and Minutes.
- Research, review, and interpret policies, contracts, agreements, bylaws, provincial legislation and other legal documents.
- Assist with the development of policies, contracts, agreements, bylaws and other legal documents.
- Ensures that official notices and/or Council decisions are posted in accordance with statutory requirements.
- Acts as the Clerk to the Assessment Review Boards and the Subdivision and Development Appeal Board.
- Acts as the Presiding Deputy Returning Officer for all Municipal Elections.
- Acts as the Deputy Census Coordinator for Municipal Census.
- Assists the FOIP Coordinator with processing requests and providing advice to staff for FOIP and privacy inquiries as required.

QUALIFICATIONS:

- A post-secondary degree or diploma in public administration, business administration, law or related field.
- National Advanced Certificate in Local Authority Administration.
- Minimum five (5) years' experience in a similar position.
- Certified Clerk for Assessment Review Boards and Subdivision and Development Appeal Boards.
- Extensive knowledge of all relevant Acts, Regulations, and other related legislation.
- Experience in Municipal Elections, Public Vote Bylaws and Petitions.
- Experience in parliamentary procedures.
- Experience in Municipal Census coordination.
- Experience in application of FOIP Legislation and training.
- Experience in the development of bylaws, policies and agreements.
- Commissioner of Oaths (or ability to apply).
- Strong verbal and written communication and presentation skills along with demonstrated effective interpersonal skills.
- Excellent planning, organizational, project management, problem solving and decision making skills.
- Ability to multi-task in a fast paced environment.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

ANNUAL SALARY: The City of Camrose has a progressive salary and benefit package. The starting salary for this position will be established based on qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below by November 15, 2024 at 4:30 p.m. If applying by e-mail, please ensure job position is included in subject line. **We appreciate and consider all applications; however only candidates selected for interviews will be contacted.**

CONTACT:

City of Camrose

Attention: Human Resources

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