



## A great place to work starts with you!

With a population of 32,097, Parkland County offers a range of municipal services and a vibrant mix of agricultural, residential, industrial and recreational opportunities. This unique rural area is situated on the west outskirts of Edmonton, just 20 minutes from downtown, and stretching over 2438 sq. km. of picturesque landscapes.

### Now Hiring: Legislative Officer (#25-27)

Parkland County has an opportunity for a *permanent, full-time* Legislative Officer position in the Legislative & Legal Services department. Reporting to the Manager, Legislative & Legal Services, the Legislative Officer is responsible for the preparation and execution of Council Committee meetings. The Legislative Officer serves as the first point of contact for Parkland County's appeal boards (Subdivision and Development Appeal Board, Assessment Review Board, and Agriculture Service Board), and is responsible for managing appeal processes. Additionally, this position is responsible for policy and bylaw maintenance and development, maintaining the County's insurance program, which includes claims and risk management.

#### The ideal candidate for this position will have the following:

- Post-Secondary Diploma in Office/Business Administration, Municipal Government, Public Administration, or a related discipline.
- Commissioner of Oaths designation.
- Subdivision Appeal Board training is considered an asset.
- A minimum of two (2) to four (4) years of previous municipal government and parliamentarian experience and familiarity with Robert's Rules of Order.
- Excellent written and verbal communication skills.
- Strong computer proficiency with Microsoft Office 365 applications.
- Experience coordinating meetings and minute-taking.
- Possession of a valid class 5 driver's license and satisfactory driving record.

#### The total rewards package for this position includes:

A starting annual salary of \$74,800 to \$80,900, with a maximum earning potential for this pay range of \$94,600, based on a 35-hour work week and option to join the Earned Day Off Program.

In addition, extended health and dental benefits, access to our confidential Employee and Family Assistance Program, paid sick time, three (3) weeks vacation a year with your birthday off, flexible work arrangements allowing remote work options (based on position's needs), and personal days. Our organization offers access to physical fitness including an employee on site gym and lunch exercise programs, a Social Club, a health, safety and wellness committee, and a comprehensive training program with extensive learning and development opportunities. Visit our careers page to view the complete [Total Rewards Package](#) for this position!

#### Additional Information

Interested Candidates are Invited to Apply Online at [careers.parklandcounty.com](https://careers.parklandcounty.com) by Thursday, February 27, 2025 at 4:00 p.m.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. Applications will only be considered through the Parkland County website.

*We are committed to fostering an inclusive workplace that welcomes, respects and values the multivariate diversity of current and prospective employees. We strive to provide reasonable access and accommodation throughout the recruitment and employment process. If you have any questions regarding this, please connect with our team at [humanresources@parklandcounty.com](mailto:humanresources@parklandcounty.com).*