

# Job Title: Coordinator, Council & Committee

**Requisition ID:** 3364

**Affiliation:** Exempt

**Position Type:** Permanent Full Time

**Number of Openings:** 1

**Bi-weekly Working Hours:** 70 hours bi-weekly

**Shift/Work Schedule:** Monday to Friday

**Department/ Branch:** Legislative Services

**Job Location:** Fort McMurray

**Starting Salary Range\*:** \$98,662 to \$104,300 (Pay Band E)

**COLA:** Bi-Weekly - \$480

**Posted (dd/mm/yyyy):** 15/02/2025

**Closing Date (dd/mm/yyyy):** 02/03/2025

**Posting Type:** Internal and External

\*The Municipality offers a competitive compensation package, including an attractive base salary, excellent benefits, retirement plans, and more. The starting salary for this position is within the range listed above and will be dependent upon the qualifications and experience of the successful candidate.

## GENERAL DESCRIPTION:

Under the leadership, the Council and Committee Coordinator advises and guides council and committee members as well as municipal administration on governance and legislative matters. A primary point of contact between municipal departments, council members, and council appointed boards and committees within the Regional Municipality of Wood Buffalo, the incumbent provides advice and support internally and externally as it relates to matters within the Legislative Services Department. The Council and Committee Coordinator also provides strategic guidance and leadership in support of council appointed committees, as well as providing research and information coordination for individual members of council.

Primary responsibilities include:

**Departmental Advice and Administration:** Provides advice and guidance on matters related to report writing and sharing information with council. Anticipates and identifies emerging and potential issues, recommending effective responses. Preserves the confidentiality and security of all correspondence, documents, and information. Supports the department by providing support to the Returning Officer and Deputy Returning Officer during elections by facilitating training for election workers, updating of procedures, etc.

**Council Administration and Support:** The Council and Committee Coordinator provides confidential information and support to council members for matters related to but not limited to council events, expense claim preparation, and conference preparation. The incumbent works collaboratively with the Legislative Assistant to ensure that council's calendar is managed appropriately, ensuring that all invitations are appropriately provided to council in a timely fashion. Supports travel arrangements, itineraries, and conference packages for council members and senior leaders for all municipal association conferences. In collaboration with the Legislative Assistant, acts as the primary contact for council members requiring support and assistance for general matters and inquiries.

**Organizational Support (Council appointed Boards and Committees):** Supports and facilitates all training for various council appointed board and committee members, as well as coordinates all recruitment related to council appointed committee appointments. Point of contact between municipal departments, boards and committees, and council members, sharing information and connecting people together.

## SKILLS REQUIREMENTS:

Candidates need to show evidence of the following:

- Excellent communication skills, with the ability to adapt communication styles and present information in an accessible matter in a variety of settings.
- Ability to develop working relationships with a variety of people, including but not limited to council, potential council candidates, senior leadership, and employees at all levels within the organization, with limited supervision.
- Ability to work in a very detailed-oriented environment with strict deadlines.
- Strong organizational and time management skills.
- Ability to deal appropriately with confidential, sensitive and/or personnel related materials.
- Must be able to coordinate a team and develop leadership abilities in team players.
- Strong critical thinking skills, with analytical decision making and problem-solving abilities.
- Knowledge and understanding of public administration principles, municipal government structures, applicable legislation, and basic parliamentary procedure.
- Political awareness and sensitivity.
- Election knowledge and experience is preferred.
- Proficient using a variety of Microsoft Office applications, with ability to learn and work with a variety of software applications.

#### **EDUCATION:**

- Diploma in Legal, Office, or Public Administration, or another related discipline is required.
- Post-secondary studies or continuing education certification in Municipal Government Administration is an asset.
- An equivalent combination of education and experience may be considered.

#### **EXPERIENCE:**

- Five (5) years of experience in an office environment is required.
- Three (3) years of directly related experience in public administration is an asset.
- Previous elections or administrative committee experience is an asset.
- Experience working in a public sector environment with unionized and non-unionized employees is an asset.

#### **OTHER REQUIREMENTS:**

- Submission of a Criminal Record Check.
- A valid Class Five (5) Operator's Licence is required as incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.

#### **SAFETY:**

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per section 2 of the Occupational Health and Safety Act, the incumbent shall ensure while in the employ of the Regional Municipality of Wood Buffalo the health and safety of employees, contractors, and the public.

**To apply: Please visit our website at [jobs.rmwb.ca](http://jobs.rmwb.ca)  
 Current employees must apply through the internal careers site.  
 We appreciate the interest of all applicants; however, only those individuals  
 selected for interviews will be contacted. Late applications will not be accepted.**