

# Job Title: Legislative Officer

**Requisition ID:** 3488

**Affiliation:** Exempt

**Position Type:** Permanent Full Time

**Number of Openings:** 1

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

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

**Department/ Branch:** Legislative Services

**Job Location:** Fort McMurray

**Starting Salary Range\*:** 117,668 - 124,392

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

**Posted (dd/mm/yyyy):** 12/04/2025

**Closing Date (dd/mm/yyyy):** 27/04/2025

**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:

The Legislative Officer has a lead role in ensuring that the Municipality is meeting all statutory obligations set out in legislation, particularly as it relates to Council and Council Committee meetings, quasi-judicial board administration and conducting municipal elections. Legislative Officers work in a collaborative, team-oriented environment that is designed to allow for maximum effectiveness and flexibility among peers. Frequent evening and weekend hours required. Primary responsibilities of this position include:

**Council Administration and Support:** Manages the calendar for Council ensuring that all invitations are appropriately provided to Council in a timely fashion. Coordinates travel arrangements, itineraries and conference packages for Council members and Senior Leaders for all municipal association conferences. Acts as the main point of contact for Council members requiring support and assistance on administrative matters such as expense claims and general inquiries.

**Research and Implementation:** Participates in the continuous research, development, improvement, and implementation of effective departmental strategies and guidelines based on municipal best practices. Develops and analyzes the effectiveness of departmental programs, reports, policies, bylaws, and procedures and provides advice to stakeholders. Provides input to department business plans, initiatives, and budget to ensure continuous achievement of department goals.

**Departmental Guidance:** Manages and administers Council and Council Committee meeting processes, quasi-judicial hearings and conducting municipal elections. Acts as Clerk for one or more quasi-judicial boards and/or Assistant Returning Officer for municipal elections, as set out in legislation. Manages the recruitment and appointment of individuals to municipal boards and committees. Directs, guides, supports, and advises municipal administration on the development and appropriateness of reports, bylaws and formulation of Council recommendations. Directs and advises stakeholders and the general public on Council and board protocols and other legislated matters.

## SKILLS REQUIREMENTS:

- Candidates need to show evidence of the following:
- Highly developed communication (written and verbal) and listening skills.
- Strong organizational and time management skills.

- High level of interpersonal skills, tact and diplomacy to interact with a variety of internal and external customers.
- Experience in developing and executing matters of protocol or public relations (event planning).
- Ability to operate within a fast-paced, politically sensitive environment with tight timelines.
- Ability to deal appropriately with confidential and sensitive materials.
- Knowledge of parliamentary procedure.
- Ability to interpret various governing legislations (i.e. Municipal Government Act, Local Authorities Election Act, Freedom of Information and Protection of Privacy Act).

#### **EDUCATION:**

- Degree or Diploma in Legal, Office, Business or Public Administration or a related discipline.
- Post-secondary studies in Municipal Government Administration is preferred.
- Additional education such as an Applied Management Certificate, National Advanced Certificate in Local Authority Administration, or a Local Government Certificate would be an asset.

#### **EXPERIENCE:**

- Five (5) years of experience working within Municipal or Provincial government, law firm or other relevant organization.
- Experience working in a public sector environment with unionized and non-unionized employees considered 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.

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**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.**