



City Clerk Legislative Services

Red Deer is Alberta's third largest city, a growing city built on entrepreneurialism, innovation and community spirit that drives who we are and what we do. We, as a city, are served by an innovative government, inspired by the people and businesses that live here, and filled with vibrant places and spaces for people to connect and community to thrive. Located halfway between Calgary and Edmonton, Red Deer is an active city rooted in an expansive park and is young and vibrant with a median age of under 35 years. With a diverse and resilient educated workforce, strong average family income, and ideal geographic location, Red Deer is a highly desirable place to live and do business and continues to grow.

The Opportunity:

The City of Red Deer is currently recruiting for the right person to fill the Permanent Full-time position of **City Clerk** in our Legislative Services department. The City Clerk is a senior statutory officer responsible for stewarding the City's legislative framework, supporting democratic decision-making, and ensuring the integrity, transparency, and effectiveness of Council and committee processes. The role provides professional leadership to the Legislative Services section, fostering technical excellence, consistent legislative practices, and a respectful and positive work environment. Working within a complex political environment, the City Clerk provides objective, neutral, and non-partisan governance and procedural advice to City Council, the City Manager, Administration, and the public.

Our preferred candidate will have the following criteria:

- University Degree in Law, Political Science, Public Administration or other related discipline. Equivalent education and qualifications will be considered.
- Completion of related certifications such as the below will be considered an asset:
- Municipal Government education such as National Advanced Certificate in Local Authority Administration Level I and II
- Assessment Review Board Clerk Certification
- Subdivision and Development Appeal Board Clerk Certification
- Training in Robert's Rules of Order and parliamentary procedures
- Professional designations such as a Certified Municipal Clerk or Registered Parliamentarian
- Ten years of progressively responsible supervisory/leadership experience in a fast-paced municipal or equivalent setting
- Thorough experience understanding legislation and extensive knowledge of the Municipal Government Act, Access to Information Act and Protection of Privacy Act, and Local Authorities Election Act.
- Thorough knowledge of processes related to the administration of bylaws.
- Quasi-Judicial experience will be considered an asset.
- Elections expertise will be considered an asset.
- Previous experience supervising staff in a unionized environment.
- Strong political acumen
- Committed to supporting Council and the organization in meeting strategic goals.
- Highly developed oral and written communication skills
- Experience overseeing budgets and conducting basic analysis of financial information.
- Demonstrated ability to resolve conflict and promote positive working relationships.
- Thorough knowledge of the organization and function of a City government; including knowledge of City Bylaws.
- Thorough understanding of strategic plans, service plans, budgeting, and performance measures.
- Thorough understanding in and use of technology in a municipal environment.

What we offer:

In addition to the very competitive wage \$60.71 to \$75.88 per hour (\$118,834 to \$148,543 per annum) and an excellent benefit package; we offer a great work environment with a dynamic and dedicated team of likeminded professionals. If you like what you have read and think this is the job for you; come build your career with the City of Red Deer. We are committed to a healthy, vibrant, and sustainable community. Our employees are the cornerstone of our organization and working with us will provide you with the opportunity to work in an ever-growing environment and to work with an awesome group of people.



We welcome applications until February 11, 2026
For a detailed job description and to apply, please visit
www.reddeer.ca/careers

Applicants not contacted are thanked for their interest.