

## **Contracts & Legal Support Coordinator**

Competition #J0526-0973

### **Legislative Services Department**

One (1) Permanent Full Time Position

Reporting to the Director, Legislative Services, this position provides support to Administration and Council to guide municipal decisions and activities.

Duties include, but are not limited to:

- Maintain and administer a centralized contract management system, including a comprehensive contract database, renewal tracking, and procedures to ensure compliance, appropriate signing authority, and timely decision-making.
- Draft, review, interpret, and coordinate the execution of contracts and agreements to ensure compliance with applicable legislation, regulations, and corporate policies.
- Coordinate internal and external contract review processes, track feedback, and escalate issues as appropriate; assist in identifying potential risks to contracts, agreements, and other legal documents.
- In consultation with the Director, Legislative Services, coordinate the delivery of legal services for the City, including supporting the engagement of external legal counsel.
- Conduct preliminary legal research and analysis on matters affecting the City, including reviewing legal documents, contracts, bylaws, and policies, and identifying potential compliance consideration or areas for improvement.
- Establish, maintain, and continuously improve legal frameworks, processes, guidelines, and a centralized legal opinion library.
- Conduct legal research to support the drafting, revision, and ongoing maintenance of municipal bylaws, directives, and related legal documents.
- Assist in drafting bylaws and supporting documents under direction of legal counsel or the Director and support the review of proposed amendments.
- Support the bylaw development and approval process by collaborating with departments to prepare reports, recommendations, and supporting materials for consideration.
- Assist in the preparation of reports, presentations, and briefing materials for City Council and senior management.

The successful candidate will have a minimum 2-year Post-Secondary Diploma in Paralegal Studies; however, Post-Secondary education in municipal government, law, or related field would be considered. Completion of the National Advanced Certificate in Local Authority Administration is required, while a Bachelor's Degree in public administration, political science, economics or social sciences is considered an asset. Completion of the Information Access and Protection of Privacy Certificate, as well as a Supervision Citation or Certificate would be considered assets. The candidate must have, or ability to obtain a Commissioner for Oaths designation, or ability to become a member of the Alberta Association of Professional Paralegals (AAPP). A minimum of three (3) years of experience in municipal government, law, or a related field is required, with experience in administrative, contract, or commercial law is considered an asset. Working knowledge of the legal structure (powers, duties, responsibilities) of municipalities and agencies of municipalities, and knowledge of municipal legislation is preferred. Proficiency in Microsoft Office, including Word, PowerPoint, Excel, and Outlook is required. The successful candidate will demonstrate strong organizational, presentation, verbal, and written communication skills, along with a high level of professionalism, excellent customer service abilities, and the ability to work effectively within a team environment.

**Hours of Work:** 37.5 per week, Monday to Friday

We believe in supporting our employees both professionally and personally. In addition to a positive and collaborative work environment, we offer the following:

- Competitive wages
- Comprehensive health, dental, and vision benefits
- Local Authorities Pension Plan (LAPP)
- Employee and family assistance program (EFAP)
- Health & Wellness Spending Accounts
- Earned Days Off (EDO's)
- Work From Home (Hybrid)

- Time Off In Lieu (TOIL)
- Training/education and professional development opportunities
- 50% discount for you and your family to applicable City facilities

The City of Fort Saskatchewan offers a salary range of \$85,897.54 to \$101,049.00 per annum. If you are dedicated, innovative and forward thinking with a high level of professionalism, you are invited to apply in confidence no later than **Thursday, June 18, 2026**, through the Career Portal on the City's Website at [www.fortsask.ca](http://www.fortsask.ca)



Take your Career in the Right Direction

Fort Saskatchewan, home to more than 300,000 people, is a vibrant economic and cultural hub located in Treaty 6 Territory and Métis Nation of Alberta District 11, just 15 minutes northeast of Edmonton. The City of Fort Saskatchewan proudly manages recreation, culture and historic amenities including a performing arts theatre and a fitness centre within the Dow Centennial Centre and the historic 1875 – 1885 NWMP Fort Representation in the heart of downtown. Located on the banks of the North Saskatchewan River, Fort Saskatchewan boasts more than 80 km of paved trails along with many natural areas for residents to explore. As a City, we believe in diversity and inclusion and are working toward creating a city where all residents are respected and have a sense of belonging.

***The City of Fort Saskatchewan thanks all applicants for their interest but advises only those under consideration will be contacted.***