



## Manager of Legislative & Information Services

Make your mark where history meets horizon. In Drumheller—home to the world-famous Dinosaur Valley—our breathtaking Badlands backdrop, vibrant recreation culture, and tight-knit community create a place where your leadership truly matters. As the Manager of Legislative & Information Services, you'll be a champion for keeping our community running smoothly from the ground up. If you're ready to lead with passion, innovation, and leave a visible legacy across our valley, we'd love to meet you.

### POSITION SUMMARY

The Manager of Legislative & Information Services administers the Town's legislative functions and responsibilities, including procedural guidance and documents of Council, Board, and Committee proceedings, as well as the development, approval, and maintenance processes of bylaws and administrative policies. The Manager is also responsible for conducting Town elections, by-elections, censuses, and referenda and will oversee the administration of the Access to Information (ATI) and Protection of Privacy Act (POPA) processes, and Information Technology contracted services.

### KEY ACCOUNTABILITIES

#### Legislative Services

- Responsible for the creation, administration and maintenance of Towns bylaws, policies and procedures and legislative records as outlined in the Municipal Government Act.
- Manages procedures and process for all activities associated with Regular Council, Committee of the Whole, Public Hearing and quasi-judicial board meetings in accordance with legislative regulations.
- Conducts research relating to policy development and special projects; assesses, compiles, and summarizes relevant information, and produces reports.
- Leads statutory functions, including the planning, coordination, and administration of municipal elections, by-elections, plebiscites, referenda, petitions, and censuses.
- Fulfills Returning Officer duties for municipal and school board elections.
- Manages all processes and procedures for municipal censuses and referenda, when required.
- Provides management and supervision for Legislative & Information Services team, including recruitment, hiring, probation outcomes, performance expectations and evaluations, in accordance with Town policy, applicable Collective Agreements, and legislation.
- Maintain up to date knowledge of applicable Acts, regulations, and legislation, including responsibilities under the Municipal Government Act (MGA).

#### Information & Records Management

- Manages the development, implementation and maintenance of the municipal records management program.
- Ensures all corporate documents and records, both paper and electronic, are classified and maintained in an accessible manner and are archived and destroyed according to Records Management legislation and policies.
- Collaborates with various internal departments in the creation and execution of contracts and agreements, including documents associated with land related issues.
- Acts as Information Privacy Coordinator, including managing all aspects of the municipal Privacy Management Program.
- Receives and processes Access to Information (ATI) requests under the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA).



- Manages the full life cycle of public and confidential council and municipal records in accordance with information privacy legislation and records classification and retention guidelines.
- Adherence to the Town of Drumheller's health and safety and emergency management policies, procedures, and relevant legislation.
- Completes special projects and other duties, as assigned.

#### **EDUCATION AND EXPERIENCE**

- Completion of post-secondary education related to administrative support such as political science, business management, or office administration programs.
- Preference will be given to those with public service certification such as NACLA Level I or II or a recognized public administration program certificate.
- Completion of courses in privacy legislation, supervision / management, and ICS are assets.
- Equivalent combination of work experience and education will be considered.
- Three to five (3-5) years' experience including supervision in municipal government.

#### **ADDITIONAL REQUIREMENTS**

- Demonstrates strong leadership and people-management skills, including the ability to coach staff, address performance concerns, and support a respectful workplace.
- Demonstrates strong written and verbal communication skills and the ability to handle conflict or difficult situations with professionalism and sound judgement.
- Demonstrates exceptional organizational and time management skills and the ability to balance competing priorities in a fast-paced, public-facing environment.
- Proficient with the Municipal Government Act (MGA), Freedom of Information and Protection of Privacy Act and other provincial statutes and legislation.
- Adept in all Microsoft Office 365 applications and is comfortable using operational systems to support reporting and day-to-day decision-making.
- Able to work evenings or weekends to support council-related operations and public events.
- Holds a valid Class 5 driver's license and can obtain a satisfactory criminal record check.
- Able to complete additional training such as: ICS, Subdivision and Development Appeal Board, Assessment Review Board, Commissioner of Oaths, Municipal Education courses as related to the position.

**Employment Category:** Permanent Full-Time  
**Hours per Week:** 37.5 hours (Monday to Friday)  
**Compensation:** \$73,556.19 - \$97,053.34

**BENEFITS:** The Town of Drumheller offers a competitive compensation package that includes salary, vacation, personal leave, extended health and wellness benefits, LAPP pension (effective date of hire), professional development support, and an excellent team environment.

**HOW TO APPLY:** Please submit your **cover letter and resume** through the [CAREERS](#) section on our website before end of day May 8, 2026.

*The Town of Drumheller is an equal opportunity employer and strongly supports diversity in the workplace. All qualified candidates who are authorized to work in Canada are encouraged to apply.*

*We thank all applicants for their interest; however, only those selected for an interview will be contacted*

Live, work, and thrive in the heart of the Canadian Badlands!