



EMPLOYMENT OPPORTUNITY LEGISLATIVE COORDINATOR

Starland County is seeking an energetic, highly motivated professional to join our administration team and fill the position of Legislative Coordinator (LC) for a one-year term contract. As the Legislative Coordinator, you will report to the CAO. You will assist the CAO and Council in planning and organizing their time to create efficiencies for the organization. You will be responsible for the accurate recording of all regular and special meetings of the Council of Starland County. This position will challenge you to provide out-of-box thinking while still very much working inside the box of municipal service delivery.

The successful candidate must have effective communication, attention to detail and respect all confidentiality requirements. The preferred qualifications for this position include:

- ✓ Completed post-secondary schooling related to areas vital to municipal government
- ✓ Proficient in municipal legislation with a good understanding of the Municipal Government Act (MGA)
- ✓ Ability to build rapport and create positive experiences for the public when they contact the Office of the CAO
- ✓ Provide administrative support in a self-directed manner
- ✓ Have experience managing the legislated requirements for a transparent governance process
- ✓ Experience using Publisher or Adobe products to create documents for internal and external audiences would be an asset
- ✓ Additional communications, public relations or related training is an asset.

The right candidate will be willing to go the extra mile for a polished presentation, dive deep into the data to help deliver comprehensive and factually supported project proposals and contribute on ideas and concepts drawing from their own professional background and education.

This opportunity is a one-year term contract that will go until the end of September 2027. The salary range for this position is \$69,354 – \$83,261 annually based on a 35-hour work week. Starland County offers an attractive benefit package. The successful candidate will be required to provide a criminal record check and must be bondable.

If this opportunity is of interest to you, please forward your cover letter and resume to the address below. This position will remain open until August 28, 2026, or until a suitable candidate is found. Additional information, including a job description, is available by visiting our website at www.starlandcounty.com

Starland County
Box 249
Morrin, AB T0J 2B0
Attention: Human Resources Coordinator
Email: hr-office@starlandcounty.com
Phone: (403) 772-3792

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