



Legislative Services Coordinator

Summary

Reporting to the CAO, the position of the Town of Stettler Legislative Services Coordinator provides administrative support to the CAO and Assistant CAO, supports Council and Committees of Council.

The Legislative Services Coordinator will play a key role in facilitating the business of Town Council and senior administration ensuring that a consistent approach is taken to cooperate procedures, bylaws, policies, and agreements. In addition, this position will monitor administration and Council adherence to municipal legislation, and in particular the *Municipal Government Act* (MGA).

This is a busy office with on-going interactions with various stakeholders including the CAO, senior administration, Council, Town ratepayers, other municipalities and government levels. On occasion, working late evenings and weekends may be required. Otherwise, regular office hours are Monday to Friday 8:30 AM to 4:30 PM.

Key Responsibilities

- Take on various projects, as assigned by the CAO.
- Research provincial and federal grant opportunities and assist in making application.
- Assist CAO and senior administration in general research duties.
- Draft correspondence, reports, memorandum, presentations, and other administration support as required for the CAO, Mayor, and Council.
- Provide administrative assistance and technical support to Council.
- Prepare agendas and record keeping for various Committees.
- Represent the Office of the CAO for public phone calls and/or meetings and requests.
- Research, review and interpret policies, contracts, agreement, bylaws, provincial legislation and other legislation.
- Assist with the development of policies, contracts, agreements, bylaws and other legal documents.
- Provide administrative support for regular policy and bylaw review.
- Maintain knowledge of all relevant Acts, Regulations, and other related legislation and update senior administration as required.
- Ensure that official notice and/or Council decisions are posted in accordance with statutory requirements.
- Keep records for Town of Stettler permanent files, agreements, contracts, ect.
- Assist senior administration in tendering processes.
- Acts as Clerk to the Subdivision and Development Appeal Board and other quasi-judicial boards as required.

- Acts as Commissioner of Oaths for the Town of Stettler.
- Acts as Deputy Returning Officer for Municipal Elections.
- Assists the FOIP Coordinator with processing requests and providing advice to staff for FOIP and privacy inquiries as required.
- Undertake other tasks, projects, and responsibilities within the scope of the position.

Requirements

- Previous experience in local government administration.
- Post-secondary degree or diploma in business administration, political science, or a related administrative field is an asset.
- Working knowledge of Municipal Government Act, FOIP Act, administrative tribunals, municipal bylaws, Robert's Rules of Order, procedural fairness, records management and other municipal processes.
- Ability to work independently with confidential and sensitive matters.
- Ability to successfully communicate (verbally and in writing) with public, outside agencies, and all levels within the organization.
- Strong political acumen, organization, and customer service skills.
- NACLAA level 1 and training in Robert's Rules of Order, or ability to obtain.
- Commissioner for Oaths appointment, or ability to obtain.
- Subdivision and Development Appeal Board Clerk certificate, or ability to obtain.

How to Apply

Submit your resume including cover letter and the names of 3 references by email to lgraham@stettler.net by **4:30 PM on January 23, 2025**.

Advertise January 16, 2025.