



**Lac La Biche County**  
welcoming by nature.

## **EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **Legislative Services Coordinator** **Full-Time Permanent Position (2 openings)**

Reporting to the Assistant Chief Administrative Officer the Legislative Services Coordinator is a primary contact for internal and external customers, relating to matters pertaining to Council and Administration. This position has regular contact with County Council and is responsible for: administering the production of Council and Committee agenda packages; attending Council/Committee meetings to perform recording secretary duties; drafting and updating bylaws, policies, and procedures; and Commissioner of Oaths duties. This position also serves as the main contact within the organization for matters pertaining to the interpretation and application of the Freedom of Information and Protection of Privacy (FOIP) Act.

The Legislative Services Coordinator also serves as the liaison for Council committees and carries out special projects pertaining to researching corporate history and industry best practices. This position also supports and carries out assigned duties of the Secretary of Subdivision and Development Appeal Board (SDAB), the Clerk of the Assessment Review Board (ARB), the Returning Officer (elections), and the Census Coordinator. Lastly, this position provides back up for the Executive Assistant to the Chief Administrative Officer.

### **Responsibilities:**

#### **Preparation, Execution, and Follow Up from Meetings of Council and Quasi-Judicial Boards**

- Collect, review, and compile Council Briefings and Requests for Decision from Senior Managers and staff.
- Draft Briefings and Requests for Decision on behalf of the Legislative Services department for presentation to County Council.
- Develop agendas and prepare agenda packages for distribution to Council, Senior Administration, media and the general public.
- Liaise with the public and community stakeholders to schedule and coordinate delegations to appear before Council and Committees of the Whole.
- Attend all meetings of Council (Regular, Special, Strategic Sessions) as well as advisory committees to Council such as the Public Works Committee and Policy Review Committee.
- Serve as Recording Secretary for all aforementioned Council/Committee meetings where proceedings and motions are captured in a written record, in accordance with the Municipal Government Act and Council Meeting Procedures Bylaw.
- Prepare and circulate the official record of all meetings and minutes to County Council and the organization.
- Initiate tracking and follow-up from all meetings of Council.
- Develop and deliver to staff throughout the organization, training materials with respect to agenda preparation, minute taking, and meeting procedures.

- Support the Secretary of the Subdivision and Development Appeal Board (SDAB) and the Clerk of Assessment Review Board (ASB) with Hearing preparation, minute taking, and decision writing.

### **Managing Records and Correspondence**

- Manage correspondence addressed to County Council and ensure all Council Members are forwarded the aforementioned records. Track the correspondence in the County's correspondence management software.
- Prepare correspondence on behalf of the Legislative Services department, as well as for signature by the Mayor/elected officials.
- Manage and update the municipal bylaw registry, policy and procedure manuals, to reflect decisions and changes ratified by Council.
- Manage, ensure accuracy of, and file official records of all meeting materials, including Council agendas and minutes, and corporate bylaws, policies, and procedures.
- Circulate updated bylaw, policies, and procedures to Administration and Council.
- Circulate and file minutes of boards and committees.

### **Research and Information Requests**

- Serve as the main contact within the organization for matters pertaining to the FOIP Act.
- The FOIP responsibilities include determining which requests for information can be administered through active or routine disclosure, versus FOIP.
- Liaise with Service Alberta and/or the Privacy Commissioner's Office for matters pertaining to FOIP requests. Research and compile information and reports from various internal and external sources.
- Respond to information requests as required in a timely and accurate manner.
- Liaise with staff to provide advice surrounding questions and concerns.

### **Boards and Committees**

- Maintain a current listing of board and committee appointments and bring forward for Council's ratification any resignations, vacancies, and new appointments.
- Advertise committee vacancies and bring forward nominees for Council's consideration.
- Advise nominees of the status of their application and ensure those appointed receive the appropriate commencement package. Ensure the appropriate County department are advised of the appointments pertaining to their committees of responsibility.
- Create terms of reference for new boards and committees.

### **Qualifications:**

- Diploma or undergraduate degree in Business or Public Administration, or related field.
- Level 1 NACLA or Certificate in Local Government Administration or equivalency.
- At least two years' experience working for an Alberta municipality. An equivalent combination of education and experience may be considered.
- Must be a Commissioner for Oaths or have ability to obtain the same.
- Must be a Certified Assessment Review Board Clerk or have the ability to obtain the same.
- Must possess a class 5 driver's license.
- Superior knowledge of the *Municipal Government Act*, *Freedom of Information and Protection of Privacy Act*, *Local Authorities Election Act*, and Alberta Census Regulations.

- Experience with Council meeting procedures, agenda preparation, policy development, and the production of minutes.
- Ability to read and interpret Government legislation;
- Must be able to handle and prioritize work for a deadline-driven department;
- Political acuity and ability to handle sensitive and/or confidential matters;
- Demonstrate excellent customer service delivery;
- Superior analytical, organization, and communication skills (both verbal and written);
- Time management and ability to manage competing priorities;
- Experience with Microsoft Office, especially Word, Outlook, PowerPoint, SharePoint, and Excel;
- Must submit a Driver's Abstract, Criminal Record Check, Child Welfare Check and Medical Assessment that meets the satisfaction of the County.

**Salary range is \$62,826.40 to \$81,299.40 annually**

Lac La Biche County offers a comprehensive and competitive benefits package, including:

- 100% Employer paid Health and Dental Benefits
- Employee and Family Assistance Plan
- Local Authorities Pension Plan
- Competition Number: 47-LSC-17
- Closing Date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679

Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: [hr@laclabichedcounty.com](mailto:hr@laclabichedcounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.