

LEGISLATIVE SERVICES OFFICER **GREENVIEW, ALBERTA**

DEPARTMENT: Corporate Services

LOCATION: Valleyview, Alberta

STATUS: Accepting applications until a suitable candidate is found

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Legislative Services Officer is responsible for the facilitation and oversight of all key functions and operations related to council meetings, council committee meetings and public hearings. Under the direction of the Director of Corporate Services, this position supports Greenview's commitment to transparent governance and decision making.

The ideal candidate will have a strong understanding of the Municipal Government Act and Freedom of Information and Protection of Privacy Act (FOIP) with a proven ability to work effectively in a political environment and manage the demands from Council and other stakeholders.

MAJOR

- May attend Council meetings and committees and ensures meetings are conducted according to Council's Procedure Bylaw and makes observations, suggestions and recommendations as appropriate.
- Review Council agenda preparation and scheduling of public presentations in accordance with council meeting procedure bylaw.
- Monitors compliance with administrative procedures relating to council reports and makes recommendations for revisions as necessary.

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- Safeguards council closed session records and maintains strict confidentiality with respect to such records.
- Responds to questions from elected officials, media, administration and the general public regarding meeting procedures and provides relevant guidance and information.
- Ensures minimization of policy conflict and adheres to Policy and Procedures Framework and compliance with the Municipal Government Act and other legislative requirements.
- Researches legislative and / or technical background information for reports.
- Guides, drafts, reviews and edits bylaws, policies, agreements and reports.
- Provides research, preparation and background reports and information packages for meetings with MLA's and Ministers.
- Researches and prepares materials for response to surveys.
- Researches and drafts resolutions as required.
- Analyzes proposed provincial and federal legislation as it affects the Municipality.
- Fulfills the role of Secretary of the Subdivision and Development Appeal Board.
- Provides briefing reports to the Chief Administrative Officer on relevant events, project updates, etc.
- Fulfills duties of the Chief Returning Officer for municipal elections.
- Acts as project manager on a variety of specialized projects spanning various departments.
- Prepares background reports for Council education.
- Assists in preparing applications and reporting for various grants.

MINOR

- Assists RMA zone administration as needed.
- Perform other duties as assigned.
- Act as Census Coordinator when required.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Completion of an undergraduate degree in Policy Development, Political Science, Public Policy or a related discipline. Course work in municipal government is an asset.
- A minimum of five (5) years' Municipal and or legislative services experience is required.
- Certification in Local Government Administration, Certified Municipal Clerk designation is considered an asset.
- Experience managing a municipal election is highly desired.
- SDAB Clerk Training.
- Training in Project Management is an asset.
- Class 5 driver's license.

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SKILLS REQUIRED:

- Proficiency with Microsoft Word, Excel, Publisher and PowerPoint.
- Knowledge of the Local Authorities Election Act and Municipal Government Act.
- Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis with professionalism, integrity, tact and diplomacy.
- Ability to interact well with, and respond to inquiries from all levels of staff, including Management, Council and Ratepayers.
- Ability to interpret, advise and apply requirements under the MGA and other legislative requirements.
- Superior writing, editing and communication skills, including public speaking.
- Demonstrated ability to deal with highly sensitive and confidential issues.
- Strong critical thinking and excellent time management skills.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computers and telephone.
- Long periods of sitting, good lighting, temperature and noise control.
- Use and operation of a vehicle, when required.
- Normal working day consists of 7.5 hours; however occasional overtime may be required.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

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HOW TO APPLY:

Interested candidates may submit cover letter (*stating the position you are applying to*) and resume in one of the following ways:

By E-mail: careers@mdgreenview.ab.ca (*please quote the position in the subject line*)

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H 3N0

Confidential Fax: 780-524-3981

While we truly appreciate all applications, only those selected for an interview will be contacted.

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