



Legislative Affairs Officer
(6 months, Hybrid (on-site and remote))

We Are:

The Town of Okotoks is offering a challenging and dynamic work environment where collaboration, open communication, frequent exchange of ideas and teamwork across different business centres assists us in providing exceptional customer service.

The Town of Okotoks fosters a culture of shared accountability through our collaboratively developed “Habits of Execution”, which empower employees to focus on organizational outcomes and support a high performance culture. We have a strong focus on health and safety, and strive for a culture of wellness, inclusion and organizational effectiveness.

The Opportunity:

We have an exciting opportunity for a Legislative Affairs Officer to join our team for the next 6 months. Responsibilities will include:

- Attending and recording Council meetings;
- Preparing Council agendas for approval, public and special hearings and associated follow-up;
- Provide information, legislative advice and procedures to Boards, Council, its Committees and recording secretaries;
- Track bylaw readings and bylaw amendments, maintenance of the bylaw registry and reference binders;
- Monitor, prepare and update bylaws impacting Council and its committees;
- Act as backup for the Assessment Review Board and subdivision and Development Board;
- Set dates for quasi-judicial hearings, coordinate and inform Board members, attend and record all meetings, provide official decision to Board and appellant;
- Maintain databases and records management that complies with Town RMS Policy;
- Provide back up to Legislative Affairs Manager and other team members as required;
- Participate in projects as assigned;
- Document and track citizen inquiries;
- Conduct routine research;
- Routine contract administration and process invoices;
- Proactively identify areas or processes for improving or updating;
- Ensure activities are conducted according to OH&S and Town Standards.

What You Bring

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to qualify is equivalency to

- Diploma or certificate in Local Government Administration;
- Eligibility to obtain Commissioner of Oaths certification;
- 3 or more years related work experience representing continuous learning and career progression;

- Strong political acumen, diplomacy and confidentiality;
- Strong policy interpretation;
- Strong attention to detail;
- Highly developed communication and interpersonal skills;
- Problem solving and sound decision making;
- Adaptability/flexibility.

What We Offer:

- Competitive wages
- Career development
- Flexible work schedule
- Hybrid – remote/on-site
- So much more!

Pre-employment Requirements:

Candidates who progress to final stages of the recruitment process will be required to provide proof of education and designation along with a favorable criminal record check and possibly a driver's abstract depending on the position.

How to Apply:

Applications are invited to submit a resume online through our career section. Postings close at midnight on the closing date listed below. We will not be able to accept late applications.

The Town of Okotoks is an inclusive workplace and welcomes applications from all qualified applicants. Only those chosen for an interview will be contacted.

Business Centre	Legislative Affairs Officer
Position Type	6 months non-permanent position
Compensation	\$36.84-40.60
Standby Rotation Required	No
Hours of Work	37.5
Number of Openings	1
Work Location	Hybrid(on-site and remote)
Police Record Check Required	Yes
Driver's Abstract Required	No
Deadline to Apply	April 28, 2024

The Town's dedication lies in cultivating a workplace that embraces respect, inclusivity, and equity, mirroring the diverse community we serve. Upholding the core values of Diversity, Equity, Inclusiveness, and Accessibility is our unwavering commitment. The Town of Okotoks prides itself on being an inclusive workplace, inviting applications from all qualified candidates.

If you are contacted by The Town regarding a job opportunity, please advise if you have any restrictions that need to be accommodated. We will only reach out to those selected for an interview. All information received in relation to accommodation will be kept confidential.

If you have any questions or require any accommodations, please contact us at: Hr@okotoks.ca