

	Town of Rocky Mountain House POSITION DESCRIPTION FOR: Legislative Assistant		
Department:	Administration	Effective Date:	February 29, 2024
Reports To:	Legislative Coordinator		

General Accountability:

Reporting to the Legislative Coordinator the Legislative Assistant is responsible for providing confidential, administrative and legislative services to Town Council and the Chief Administrative Officer.

Core Duties:

- Have a knowledge of the Municipal Government Act, Town of Rocky Mountain House Bylaws and Policies, municipal contracts and agreements.
- Serve as the contact point, on behalf of the Elected Officials and the Chief Administrative Officer, with ratepayers, other governments, citizens and other stakeholders.
- Organize and schedule meetings for Council and Chief Administrative Officer including booking and preparing meeting rooms.
- Prepare and distribute any required documents for Council and the Chief Administrative Officer required for meetings.
- Manage honorariums and expense claims for Council and the expenses of the Chief Administrative Officer.
- Arrange all travel and related arrangements for Council and the Chief Administrative Officer as required. Issue Outlook invitations, reminders, and information packages as appropriate.
- Maintain confidentiality in all matters.
- Prepare and distribute Council and Committee agendas along with the preparation of the Council Chambers and other meeting rooms including Budget and Service Level meetings.
- Attend committee and board meetings to take minutes and provide legislative procedure advice. In the absence of the Legislative Coordinator, attend all regular, committee of the whole and special meetings of Council to take minutes.
- When required, ensure that all minutes of Council and committee meetings are signed and submitted to the Legislative Coordinator.
- Prepare and maintain an Action List from Council meetings and ensure the items on the list are completed in a timely manner.
- When required, draft any correspondence required as a result of Council meetings and as required by the Chief Administrative Officer in a timely manner. Coordinate with the signing and release of all correspondence.
- In coordination and cooperation with the Director of Corporate Services and the Legislative Coordinator assist in maintaining the records management system.
- Be a Commissioner of Oaths for the Town.
- Prepare documents that will be public in accordance with FOIP.
- Assist in conducting municipal elections and by-elections.
- Perform duties assigned in accordance with the Municipal Emergency Plan.
- Crosstrain with the Legislative Coordinator to ensure the responsibilities of each position are maintained in the absence of either position.

- Perform other duties as assigned by the Legislative Coordinator or the Chief Administrative Officer.

Support to others

- Work closely with all departments for their requirements with Council and the Chief Administrative Officer.
- Participate in Town initiatives as requested that may be out of scope of this position such as community events, open houses, and public meetings.

Health and Safety:

- Required to review the Town of Rocky Mountain House Health & Safety manual on a regular basis and adhere to the manual.
- Participate in the Health & Safety training, meetings and reporting.
- Be a member of the Joint Health and Safety Committee when required.

Reports To:

- Legislative Coordinator

Minimal Qualifications:

- Completion of Grade 12 diploma.
- Administration professional certification or experience.
- Five years' experience in an office environment, preferably government.
- Certificate or courses in the NAACLA or FOIP programs or willing to obtain.
- Strong comprehension of FOIP.
- Commissioner of Oaths or ability to obtain certification.
- Class 5 Drivers License
- Strong customer service and communication skills, both written and verbal; ability to maintain ongoing communication to anticipate and prevent potential problems, develop and maintain positive and effective working relationships with Council, staff and other stakeholders.
- The hours worked are contingent upon the requirements of the position and may include overtime as to the nature of the position

Guidance Received:

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are;

- *Province of Alberta Municipal Government Act and regulations*
- Town of Rocky Mountain House Bylaws and Policies
- FOIP Act
- Written and/or oral directives received from the Chief Administrative Officer.

Contacts:

The Legislative Assistant will frequently have contact with the following:

- Chief Administrative Officer
- Mayor and Councillors.
- Alberta Government departments.
- Other municipalities.
- General Public.
- Town of Rocky Mountain House staff.
- Town of Rocky Mountain House organizations.

Environment:

Features of work which create unusual demands or, which create physical and/or mental stress are;

- The Legislative Assistant may, at times, be under significant pressure to meet deadlines.
- The ability to adjust to substantial changes in workload and prioritize accordingly.
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.
- Requires discretion and confidentiality in all matters.
- Frequent interruptions for tasks, information and assistance to public and staff.

Physical Demands:

This position may include the following:

- Being seated for long periods of time.
- Bending & twisting motions.
- Lifting over 20 lb

CAO Approval:  _____

Date: 02/29/24 _____

SIGNATURES:

I have read and understand the contents contained within this job description. The supervisor of this position has informed me that this is a general description of the duties, responsibilities and qualifications for the position of Legislative Assistant. This description will form the basis for my classification level and the basis for my performance evaluation.

Employees Signature: _____

Supervisor Signature: _____

Date: _____