

LEGISLATIVE SERVICES MANAGER

THE ROLE

We have an excellent opportunity for an experienced Legislative Services Manager to join an established municipality. Reporting into the Chief Administrative Officer (CAO), this role will oversee the legislative services and information management team. The ideal candidate we are looking for 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.

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Commerce Degree and a current Local Government Administration Program Certificate or equivalent.
- Five (5) years' of directly related Senior level experience in a Legislative Services leadership role in a municipality.
- Experience leading a team of employees.
- Knowledge of the Local Authorities Election Act and Municipal Government Act.
- An understanding of FOIP and Records Management.
- Strong leadership and inter-personal skills.
- Excellent organizational and time management skills.
- Efficient written and oral communications, facilitation, project management, marketing and supervisory skills.
- Ability to meet tight deadlines and influence others to meet deadlines.
- Ability to work independently and in a team environment.

FOR MORE INFORMATION PLEASE CONTACT

SANDY JACOBSON | T: 780.944.1327 | E: sandy.jacobson@richardsonsearch.ca | www.richardsonsearch.ca