

Employment Opportunity



Legislative Executive Assistant / Special Projects Coordinator *Competition #20-002*

Nestled in the foothills of the Rocky Mountains, northwest of the Calgary region, the Town of Sundre has a compelling history that is connected to the natural environment and its resources. As a progressive community we take pride in being forward-thinking to create a quality and prosperous environment for its residents, visitors and businesses. Sundre is a place where you, as a professional, can make a difference and call home.

The Opportunity:

We are recruiting a Legislative Executive Assistant who will report to the Chief Administrative Officer. The Legislative Executive Assistant performs a variety of administrative functions, which include:

- Review and craft municipal bylaws, policies and procedures;
- Prepare agenda packages; and
- Record minutes of council and related board meetings.

The position also requires the incumbent to:

- Possess knowledge of provincial and municipal legislation such as the Municipal Government Act;
- Demonstrated proficiency and reliability in planning, organizing and carrying out multi-task projects; and
- Attained a highly developed interpersonal, verbal and written communication skills with the ability to provide technical and analytical reports appropriate for varied audiences.

A complete job description can be found under our careers tab at www.sundre.com

The Ideal Candidate:

Preferences will be given to the individual who has:

- A post-secondary certificate or diploma in an administrative field.
- Attained or working towards a certificate in governance is desired, such as National Advanced Certificate in Local Authority Administration certificate; and
- Minimum four (4) years working experience, with preference given to individuals with municipal experience.

This is a permanent full-time position, based on 35 hours per week. Salary will follow the 2020 Town of Sundre pay grid for this position. The Town offers a competitive compensation and benefit package. Attendance at evening Council meetings is expected. ***Please note that the successful candidate will be required to undergo a criminal records check***

This position will remain open until a suitable candidate is found. If this opportunity is of interest to you, please submit your resumé and a cover letter quoting **Competition # 20-002** to:

Human Resources

Town of Sundre

717 Main Avenue West

PO Box 420, Sundre, AB. T0M 1X0

Email: hr@sundre.com | Fax: 403.638.2100

We thank all applicants in advance, but only those applicants chosen for interviews will be contacted.

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Town of Sundre

Position Description

Position Title: Legislative Executive Assistant / Special Projects Coordinator

Reports to: Chief Administrative Officer

Staff Supervised: None

Job description updated: March 10, 2020

Position Description:

Reporting directly to the Chief Administrative Officer, the Legislative Executive Assistant / Special Projects Coordinator will support the CAO, Town Council and administration in understanding their legislative requirements under the *Municipal Government Act*.

Responsibilities include reviewing and help craft municipal bylaws, policies, and procedures and to prepare agenda packages, oversee meeting procedure and record minutes of council and related board meeting.

Diligence and passion for research, technical writing, English language, editing skills and confidence in ensuring procedure is followed.

Familiar with the resources used daily in this position most commonly the *Municipal Government Act*, the *FOIP Act* (this position is the Town's FOIP Coordinator) and the *Local Authorities Election Act* (this position is the Returning Officer).

Primary Responsibilities:

- Plan and direct the maintenance, filing, safekeeping, and computerization of all municipal documents.
- Issue public notification of all official activities and meetings.
- Maintain and update documents such as municipal polices and bylaws
- Record and edit the minutes of meetings, then distribute them to appropriate departments.
- Prepare meeting agendas and packages of related information.
- Respond to requests for information from the public, other municipalities and provincial offices.
- Perform general office duties such as typing and proofreading correspondence, distributing and filing official forms, and scheduling appointments.
- Collaborate with other staff to assist in the development and implementation of goals, objectives, policies, and priorities.
- Participate in the administration of municipal elections, including preparation and distribution of ballots, appointment and training of election officers, and tabulation and certification of results.
- Act as the point of contact among Managers/Directors, employees, clients and other external partners;
- FOIP Coordinator for the Town;
- Manage CAO calendar and set up meetings;
- Make travel and accommodation arrangements;
- Screen and direct phone calls and distribute correspondence;

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Other Responsibilities

- Communicating effectively and in engaging with members of the public, senior staff and government officials at all levels;
- Ensure compliance with Town procedures and policies;
- Ensure compliance with Freedom of Information and Protection of Privacy Act;
- Ensure the implementation of Health and Safety Program and Policy requirements including maintaining a safe and secure environment while performing department duties;
- Participate in the Town's safety and disaster preparedness programs;
- Abide by the staff code of conduct and ethics; and
- Abide by the Human Resource Employee Handbook and organizational policies and procedures.

Preferred Qualifications:

Education and Experience

- Post-secondary certificate or diploma in an administrative field (designation or certificate in governance or related field is desired such as NACLAA)
- A minimum of four (four) years working experience (or relevant combination of education and work experience) requiring:
 - Advanced technical writing and proficient English language skills application
 - Technical expertise – Microsoft Office Suite, Adobe Acrobat and website and records management
 - Administration for and interactions with boards, committees (incl. quasi-jurisdictional functions), public
 - Use and interpretation of legislative frameworks (preference given to the Municipal Government Act, Freedom of Information and Protection of Privacy Act and Local Authorities Election Act)

Skills and Abilities

- Knowledge of provincial and municipal legislation and programs
- Proficient working knowledge of the MS Office suite;
- Demonstrated proficiency and reliability in planning, organizing and carrying out multi-task projects;
- Highly developed interpersonal, verbal and written communication skills with the ability to provide technical and analytical reports appropriate for varied audiences;
- Exhibits a high degree of personal initiative, integrity, professionalism, accuracy and political sensitivity;
- High level of integrity and the ability to maintain confidentiality

Please sign to acknowledge your responsibilities laid out in the job description

Manager name:	Employee name:
Manager signature:	Employee signature:
Date:	Date: