

# LEGISLATIVE SERVICES MANAGER

Permanent – Full Time

*Located in the heart of Central Alberta, Red Deer County provides a wonderful mix of rural and urban amenities. Over 97% of County residents report high satisfaction with their quality of life, making Red Deer County a great destination for both living and working.*

Red Deer County is a great place to work! It is much more than just a job to go to. It is a place where everyone plays an important role. At Red Deer County, we believe that mutual trust and respect, shared responsibility, and open communication are essential characteristics for creating personal success within a first-class working environment. We'd love to have you onboard!

The County Manager's Office of Red Deer County has a permanent, full-time position for a dynamic and highly motivated **Legislative Services Manager** to supplement our ongoing focus in the delivery of customer service excellence.

## **Key Responsibilities**

This supervisory position provides legislative and administrative support services for the County Manager, and accordingly, Council, and other Council-related boards, as well as being responsible for the control and management of County bylaws and policies; minutes for County, Municipal Planning Commission, and other Council related boards; and is the returning officer for municipal elections.

Additional duties of the Legislative Services Manager position include, but are not limited to:

- Coordinate, review, and prepare required reports for Legislative and Council related administrative matters to ensure compliance with respective legislation.
- Provide legislative support for Council committees (i.e., County Council, Municipal Planning Commission, Subdivision and Development Appeal Board, Assessment Appeal Board).
- Examples of other responsibilities are divisional boundary review; procedures bylaw and parliamentary procedures; appointment of designated officers; Terms of Reference for Council committees and boards; transparency reporting and expense tracking requirements for the Councillor Remuneration Policy; and determining sufficiency of petitions received.
- Track and review revisions to provincial legislation to ensure County bylaws, policies, and procedures are in adherence with provincial requirements.
- Compose and prepare correspondence for the County Manager's office, Mayor, and Council.
- Coordinate County bylaws and policies to ensure compliance with one another, the Municipal Government Act, and any other relative legislation.
- Review and revise County bylaws and policies/procedures developed by all departments.
- Administer oaths, affirmations, and solemn declarations for County or public purposes.
- Assist with public, Council, and staff inquiries.
- Coordinate advertising, as required, for public notices (i.e., public hearings and MPC decisions).
- Hold position of "Returning Officer"; coordinate procedures to ensure all municipal elections, by-elections, and plebiscites adhere to the terms of the Local Authorities Election Act.
- Supervise, manage, and mentor the Legislative Services Coordinator.
- Provide excellent customer service and public relations.
- Understand and adhere to the policies, principals, and practices of OHS legislation, and Red Deer County's health and safety policies and requirements.
- Undertake other tasks, projects, and responsibilities as required or assigned within the scope of the position.

## **Qualifications**

- Completion of a post-secondary degree or diploma in Public/Business Administration, a certificate in Local Government Municipal Administration or completion of the National Advanced Certificate in Local Authority Administration Level II; with five (5) to eight (8) years of progressively responsible public administration experience, with a background in municipal government.
- An equivalent combination of experience and education may be considered.
- Thorough knowledge of the *Municipal Government Act* and *Local Authorities Election Act*.
- Well-developed interpersonal, communication, and legislative/administrative skills.
- Excellent research, analytical, and writing skills, with a proficiency in applicable computer applications (MS Office).
- Proven supervisory skills.
- Ability to work independently with minimal supervision.
- Ability to deal with confidential and sensitive information and issues.
- Membership, or the ability to obtain membership, in the Society of Local Government Managers of Alberta and/or the Alberta Municipal Clerks Association.
- Commissioner of Oaths appointment, or ability to acquire.
- Acceptable Criminal Records Check.

## **Additional Information**

This is a permanent, full-time position (35 hours/week). Red Deer County offers a competitive compensation package (medical/dental, health spending, LAPP pension program, learning & wellness program), and ongoing professional development. We also offer flexible work opportunities such as Earned Day Off (EDO), Flex Time and Remote Work programs that enable a superior work-life balance.

Qualified parties are requested to submit a detailed resume and cover letter to the Human Resources Department no later than **4:30 p.m., May 31<sup>st</sup> 2022** to:

Jennifer Dennis - Human Resources Coordinator  
Red Deer County Centre  
38106, Range Rd. 275  
Red Deer County, AB T4S 2L9  
[jdennis@rdcounty.ca](mailto:jdennis@rdcounty.ca)

*We thank all applicants for their interest; however, only those invited for an interview will be contacted.*