



Legislative Services Coordinator

The Municipal District of Bonnyville No. 87 invites applications for a Legislative Services Coordinator.

The primary function of the Legislative Services Coordinator is to coordinate all activities required to plan, develop, and organize consistent governmental and organizational legislative procedures, and mid-level administrative support.

Duties & Responsibilities:

- Review and craft municipal documentation such as correspondence, policies, procedures, and bylaws.
- Collaborate with the Legislative Clerk to ensure the successful and efficient execution of Council secretariat duties including provision of mid-level administrative and technical support.
- Fulfill backup Council meeting secretariat duties for the municipality including preparation of Council meeting agenda packages and meeting minutes.
- Prepare reports to Council on behalf of the CAO's office.
- Coordinate public hearings and delegations to Council.
- Coordinate the appointments to municipal and Community Boards and Committee's which Council members reside and the maintenance of the associated records.
- Coordinate the administration of municipal elections in accordance with the Local Authorities Election Act and the Municipal Government Act.
- Coordinate the administration of municipal census projects in accordance with provincial guidelines.
- Adhere to the Municipality's Health and Safety program and all other required employee policies.

Qualifications:

- A minimum of five (5) years' experience in municipal government.
- A minimum of five (5) years' experience in a related field.
- Post-secondary education in a related field.
- Completion of or working towards certification in public governance, such as a National Advanced Certificate in Local Authority Administration (NACLAA) certificate.
- Demonstrated knowledge of related legislation such as the Municipal Government Act, Local Authorities Election Act, and/or the Freedom of Information and Protection of Privacy Act.
- Ability to keep all matters confidential and protected from disclosure.
- Exceptional organizational, interpersonal and communication (verbal and written) skills.

Please visit <http://md.bonnyville.ab.ca/jobs.aspx> for a full job description.

All interested applicants are invited to submit their resume, in confidence to:

Municipal District of Bonnyville No. 87

Attn: Human Resources

Postal Bag 1010

Bonnyville, Alberta T9N 2J7

Email: hr@md.bonnyville.ab.ca

Closing Date for Applications: June 10, 2022