



Legislative Clerk

The Municipal District of Bonnyville No. 87 invites applications for the position of **Legislative Clerk**. This position will provide administrative and clerical support to the Manager of Legislative & Information Services.

Duties & Responsibilities:

- Provide Council meeting secretariat duties including preparation of council meeting agenda packages and meeting minutes through the municipal meeting management software system.
- Provide meeting secretariat duties for municipal committees, as required.
- Assist with the after-Council task assignment process through the municipal meeting management software system.
- Assist with appointments to municipal and Community Boards and Committees which Council members reside and the maintenance of the associated records.
- Participate in the administration of legislative services projects including municipal elections, by-elections, and municipal census.
- Maintain the legislative documentation filing systems for municipal bylaws, policies, directives, and procedures.
- Undertake legislative services records filing and documentation tracking.
- Assist with drafting and distribution of Council and CAO correspondence.
- Issue public notification of all official activities and meetings, as required.
- Assist with routine administrative tasks pertaining to the Legislative and Information Services department.
- Assist with online research and report preparation, as required.

Qualifications:

- Minimum of 2 years local government administrative/office experience required; experience with government administration and/or legislation would be a definite asset.
- Minimum grade 12 diploma required; post-secondary education relevant to local government or office administration would be a definite asset.
- Must be professional and reliable with proven interpersonal and communication skills.
- Excellent computer skills including proficiency with MS Office and meeting management software; experience with eScribe Meeting Management Software would be an asset.
- Ability to demonstrate exceptional organizational, time management and multi-tasking skills.
- Ability to keep all matters confidential and protected from disclosure.

Please visit 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: March 31, 2023