

Employment Opportunity



Executive Legislative Clerk Competition #2022-007

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. The Town offers a warm and welcoming team environment, where staff are considered part of our greatest assets. We follow a continuous improvement model and take pride in our progressive and optimistic approach.

The Opportunity:

We are recruiting for a key position, reporting to the Chief Administrative Officer. (CAO). The Executive Legislative Clerk is part of the Legislative Services Department. This position performs a variety of administrative functions, such as:

- Review and draft municipal bylaws, policies and procedures;
- Prepare agenda packages;
- Record minutes of council and related committee meetings;
- Attend meetings and events with the CAO as required;
- Perform general office duties such as typing and proofreading correspondence, distributing and filing official forms, and scheduling appointments for the CAO and Council; and
- Coordinate and maintain office-tracking systems for correspondence and follow-up actions.

The position requires:

- 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
- Highly developed interpersonal, verbal, and written communication skills with the ability to provide technical and analytical reports appropriate for varied audiences.

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 Local Government, such as Certificate in Local Authority Administration; and
- Minimum four (4) years working experience in an administrative capacity, 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 2022 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 # 2022-007** 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.