



**POSITION TITLE: EXECUTIVE ASSISTANT/LEGISLATIVE CLERK**

The Town of High Prairie is seeking an energetic, dynamic individual for the position of Executive Assistant/Legislative Clerk. The successful candidate will be strongly devoted to public service, be team oriented, innovative and result driven. This person will be part of a great team providing services to the citizens of the Town of High Prairie.

**KEY RESPONSIBILITIES**

- Support CAO in preparing correspondence and reports.
- Act as Recording Secretary for Council and Committee meetings.
- Respond to public inquiries relating to general executive and legislative assistance matters.
- Prepare official correspondence.
- Development of bylaws and policies and maintain bylaw master registry.
- Act as FOIP coordinator.
- Support development and building code authorities.
- Serve as Commissioner for Oaths.
- Act as Returning Officer in connection with elections and plebiscites.
- Coordinate meetings and special events, and other tasks as assigned by the CAO.

**MINIMUM QUALIFICATIONS**

- Administration professional and/or legal degree or diploma.
- Five years' experience in an office environment, preferably government.
- FOIP and SDAB training or ability to achieve the certifications.
- Commissioner of Oaths or ability to obtain certification.
- Class 5 Drivers License
- Ability to maintain excellent public and staff relations.
- The typical hours of work are 8:30 – 4:30. Evening work is also required.
- First Aid and CPR training or ability to obtain certification.

COVID – The position will require to be vaccinated.

Application Deadline: 4:30 pm Dec 9, 2021 or until suitable candidate is found.

Please submit applications to Anita Fisher at [payroll@highprairie.ca](mailto:payroll@highprairie.ca)



**POSITION DESCRIPTION: EXECUTIVE ASSISTANT/LEGISLATIVE CLERK**

Department: Administration  
Reports to: Chief Administrative Officer (CAO)  
Classification: Clerk IV

**GENERAL ACCOUNTABILITY**

Reporting to the Chief Administrative Officer the Executive Assistant/Legislative Clerk is responsible for providing legislative, administrative, and clerical assistance to Town Council, the Chief Administrative Officer and Town Departments.

**CORE DUTIES**

- Have a superior knowledge of the Municipal Government Act, Town of High Prairie Bylaws and Policies, municipal contracts, and agreements.
- Ensure that all minutes of Council and committee meetings are archived in accordance with legislation, bylaws, and policies.
- Manage the Town grant programs, including receiving grant applications, reviewing applications, and preparing grant reports to Council. Advise applicants of grant decisions and the advancement of funds. Maintain a grant record for Council's information.
- Draft correspondence as required.
- Working with the Chief Administrative Officer and Leadership Team, research, develop and draft bylaws and policies for Council's consideration. Prepare any required supporting documents for bylaws, policies, or Council decision items.
- Ensure bylaws, policies and minutes and other records or documents, except specific departmental and personnel records, are kept safe and secure and in accordance with the record retention policy.
- Prepare Council and Committee agendas along with the preparation of the Council Chambers.
- Attend regular and special meetings of Council to take minutes. Provide legislative procedure advice when required.
- Arrange all travel and related arrangements for Council and the Chief Administrative Officer as required. Issue invitations, reminders, and information packages as appropriate.
- Maintain the records management system in coordination and cooperation with the Treasurer.
- Draft contracts, leases and agreements as required. Advertise tenders in the Alberta Purchasing Contact, if required.



- Be a Commissioner of Oaths for the Town.
- Act as the FOIP Coordinator for the Town.
- Prepare land use permits and compliance certificates, transportation approvals, public notice and advertising.
- Maintain permit files, track building code requirements and follow-up actions.
- Coordinate, oversee and be the Returning Officer for municipal elections and by-elections.
- Coordinate and be the secretary for the Subdivision and Development Appeal Board.
- Perform duties assigned in accordance with the Municipal Emergency Plan.
- Monitor and update (or assist) the Municipal Emergency Plan and coordinate Emergency Committee meetings.
- Perform other duties as assigned by the Chief Administrative Officer.

#### **Support to others**

- Work closely with all departments for their administrative and legislative requirements.
- Participate in Town initiatives, as requested, that may be out of scope of this position such as community events, open houses, and public meetings.

#### **Health and Safety:**

- Participate in the Health & Safety training, meetings, and reporting.
- Be a member of the Joint Health and Safety Committee when required.

#### **Reports To:**

- Chief Administrative Officer.

#### **Minimal Qualifications:**

- Administration professional and/or legal degree or diploma.
- Five years' experience in an office environment, preferably government.
- FOIP and SDAB training or ability to achieve the certifications.
- Commissioner of Oaths or ability to obtain certification.
- Class 5 Drivers License.
- Ability to maintain excellent public and staff relations.
- The typical hours of work are 8:30 – 4:30. Evening work is also required.
- First Aid, CPR, Dangerous Goods and WHMIS training.



**Guidance Received:**

Directives, manuals, regulations, ordinances, or other written guidelines used regularly by this position are:

- Province of Alberta Municipal Government Act and regulations,
- Town of High Prairie Bylaws and Policies,
- FOIP Act, and
- Written and/or oral directives received from the Chief Administrative Officer.

**Contacts:**

The Legislative Clerk will frequently have contact with the following:

- Alberta Government departments,
- Mayor and Councillors,
- Chief Administrative Officer and Leadership Team,
- Other municipalities,
- General Public,
- Town of High Prairie staff,
- Town of High Prairie organizations and
- General public.

**Environment:**

Features of work which create unusual demands or, which create physical and/or mental stress are:

- The Legislative Clerk may, at times, be under significant pressure to meet deadlines,
- The ability to adjust to substantial changes in workload and prioritize accordingly,
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects, and
- Requires discretion and confidentiality in all matters.