



Legislative Advisor (2 Permanent, 1 Temporary up to 18 months) The City of Calgary

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together, we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Legislative Advisor, you will be responsible for the full lifecycle of Council and Committee meetings. This includes the creation, preparation, and distribution of agenda materials through managing the flow of the meetings while they are happening in a public forum to capturing the minutes and carrying out the follow-through for the corporate record. Primary duties include:

- Prepare and execute an average of 4 to 5 meetings a week and attend and document the proceedings of City Council and its Committees in a public forum.
- Provide procedural advice at the public committee meetings in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act, Municipal Government Act (MGA), and Procedure Bylaw 35M2017.
- Conduct extensive review and follow through related to each meeting.
- Research, advise, and address issues related to report recommendations and procedural questions relating to the lifecycle of a report from creation through to Committee and/or Council meetings as well as follow through actions.
- Provide expertise for and day to day operations of The City's meeting management system (eSCRIBE). This includes adding and training new users, system maintenance, meeting and attendee maintenance, and creating and managing reports.
- Correspond with internal partners including Senior Executive Advisors, Councillors' Assistants, and report writers related to topics and materials pertaining to a Council or Committee meetings.
- Correspond with external partners including the public, community associations, and interest groups on participation in meetings including education on processes and facilitating fair participation.
- Diagnose and resolve technical issues related to eSCRIBE and City websites managed by the Legislative Coordination team.

Qualifications

- A completed 2 year diploma in Business Administration or in a related field and at least 4 years of senior level administrative experience.
- Intermediate proficiency with Microsoft Office (Word, Outlook, Excel, SharePoint, Teams) is required.
- Knowledge of the Municipal Government Act, the FOIP Act, and parliamentary meeting rules is required.
- Experience in other levels of government or senior administrative work in large corporations will be considered an asset.
- Experience with Livelink and the eSCRIBE application will also be considered assets.
- Excellent communication and interpersonal skills with well-developed leadership abilities.
- Demonstrated research and organizational skills, attention to detail, the ability to remain calm in stressful, high-pressure public meeting situations, tact and diplomacy, and the ability to effectively manage and prioritize work in a fast-paced environment with constantly changing priorities.

Pre-employment Requirements

- Applicant will be tested for appropriate skills.
- Successful applicants must provide proof of qualifications.

Note: To meet the need for continuous representation at Council proceedings, some late start and stop times will be required.

Union: CUPE Local 38

Position Type: 2 Permanent & 1 Temporary (up to 18 months)

Compensation: Pay Grade 10 \$40.08 - 53.57 per hour

Hour of work: Standard 35-hour work week

Business Unit: City Clerk's Office

Location: 323 7 Avenue S.E.

Days of Work: This position works a 5 day work week earning 1 day off in a 3-week cycle.

Apply By: June 15, 2023

**Apply online: [Careers \(calgary.ca\)](#)
(Click on "Legislative Advisor" link)**

Job ID #: 307808