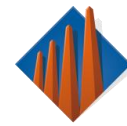


Position Posting

Legislative Services & Safety Administrator

(1 Position Available)



LLOYDMINSTER

Term of Employment:	Full-Time, Term (Approximately 11 months)
Rate of Pay:	Out-of-Scope Band 1
Location:	City Hall & Second Floor, RCMP Detachment
Duties:	<p>Reporting to both the Manager, Legislative Services, and the Manager, Health, Safety and Wellness, the Legislative Services & Safety Administrator is responsible for providing administrative and records management support to both the Legislative Services and Safety teams.</p> <p>Duties & Responsibilities:</p> <p>Records Management</p> <ul style="list-style-type: none">• Establishes and maintains corporate records and files.• Scans, files, archives, types, file maintenance and document retrieval.• Develops and maintains records inventory and retention schedule• Recommend and implement changes to governance documents, as required.• Assist with implementation, and maintains records management software (SharePoint).• Coordinates all records destruction, compiling and ensuring execution of destruction certificates• Coordinate/process file transfers between departments, as required.• Develop and maintain records management processes and forms• Lead and coordinate special projects – file reduction, digitization, closing, reviews for disposition, etc.• Contribute to records projects as required.• Index, cross reference, and arrange records in electronic files and onsite storage areas.• Routinely inspect completed records management for quality and completeness.• Maintain and keep up-to-date master list of records. <p>LAFOIP</p> <ul style="list-style-type: none">• Provides assistance with internal and external LAFOIP and general information requests. <p>Safety</p> <ul style="list-style-type: none">• Works with management and staff to ensure all safety related documents such as inspections, observations, safety meeting minutes, training and testing records, and onboarding documents are complete and accurate.• Completes administrative functions such as: data entry, copying; maintains necessary enclosures in employee electronic and paper personnel files.• Collects and files emergency response contact forms; reviewing emergency response contact information to ensure it is current and accurate.


- Takes minutes during safety meetings and encourages two-way communication.
- Creates and distributes required documents for signing.
- Enters and uploads inspections, observations, and safety meeting information into Steller HSE online tracking system.
- Oversees the safety bulletin board at Employee Relations, ensuring all required documents are posted such as inspections, safety meetings, policies, emergency response information, citations, communications, Health Safety Committee meeting minutes.
- Assists with the inspections and safety mailbox ensuring proper communication and record management of all required files.
- Assists in the development and analysis of safety statistics and trends.
- Provides administrative support for Safety related events, including Mind on Safety and Health (MOSH) week and COR Health and Safety audits.

Administrative

- Prepares reports as required.
- Prepares documents for signing, verifying accuracy.
- Prepares correspondence.
- Receives incoming calls and directs staff and outside parties to the appropriate personnel.
- Prepares templates or agreements/documents as required.
- Prepares purchase orders and completes invoicing, as required.
- Prepares various meeting agenda packages, taking minutes during meetings and encouraging two-way communication.

Other

- Provides administrative support to the Manager, Legislative Services and Manager, Health, Safety, Wellness.
- Acts as a liaison between Legislative Services and Health, Safety, Wellness with other City departments.
- Assists with major projects including sourcing training and researching legislative requirements.
- Demonstrates continuous effort to improve operations, decrease turnaround time for record retrieval, streamline work processes, and work cooperatively to provide quality seamless customer service.
- Provides exceptional customer service to both internal and external stakeholders.
- Assist the teams to coordinate and develop education sessions for staff, as required.
- Assist with the planning and administration of elections, by-elections, plebiscites and censuses.
- Conducts research for both the Legislative Services and Safety teams.
- Provides administrative support to staff during periods of absences.
- Attends different Department/Team monthly safety meetings.
- Arranges meetings, room bookings, and meeting room setup as required.
- Other related duties as required.

Schedule:	The position is office based, normal working hours are between 8:00 a.m.-5:00 p.m. with the occasional requirement to work outside these standard hours. This position is a shared position, working 50% with Legislative Services and 50% with Safety.
Qualifications:	<ul style="list-style-type: none"> • Post Secondary Diploma in Business Administration or a related discipline from a recognized institution. • Minimum two years related office experience. • The following training/certifications are considered assets: Leadership for Safety Excellence, Principles of Health and Safety Management, First Aid, Mental Health First Aid, Records Management Certification. • Strong computer skills including areas such as Microsoft Outlook, Word, Excel, SharePoint, and Zoom are essential. • Ability to maintain a high degree of ethics and discretion. • Shall maintain confidentiality at all times. • Strong organizational, oral and written communication skills and professionalism with the ability to converse both verbally and in written correspondence with all levels of staff, and all external stakeholders or partners; ability to communicate clearly and concisely while providing relevant information in person, over-the-phone or by email. • Capable to work independently while maintaining accuracy and meet stated deadlines. • Ability to multitask, stay very organized; maintain strong attention to detail and accuracy while under pressure. • Must have strong time management skills with the ability to balance changing priorities while maintaining accuracy. • Excellent interpersonal skills that contributes to working effectively in a diverse working environment.
Pre-Employment Requirements:	<ul style="list-style-type: none"> • Satisfactory Criminal Record Check. • Successful applicant must provide proof of qualifications. • Applicants with international education will be required to include an Academic Credential Assessment with application.
Closing Date:	January 24, 2022
Posting Type:	Internal & External
Application Information:	<p>The City of Lloydminster is an equal opportunity employer. If you have questions or require further information on this position, please contact us. All applications must be sent to the Employee Relations team and received by the closing date. The City has a COVID-19 Vaccination and Rapid Testing Directive in place. Successful applicants will need to show proof of COVID-19 Vaccination status or provide negative test results.</p> <p style="text-align: center;"><u>Megan Radke</u> HR Generalist, Employee Relations City of Lloydminster 4420-50 Avenue Lloydminster AB/SK T9V 0W2 Phone: 780-875-6184 Internal Candidate Email: employeerelations@lloydminster.ca External Candidates apply at: www.lloydminster.ca/jobs</p>
Posted By:	 <hr style="width: 100px; margin-left: 0;"/> Jazzelle Norman Posting Date: January-14-22