

Legislative Assistant

cochrane
HOW THE WEST IS NOW



The Town of Cochrane is located in the breathtaking Bow Valley corridor in the foothills of the Rocky Mountains in southern Alberta. With a population of over 30,000 people, and growing steadily every year, Cochrane is a thriving town, surrounded by world-famous ranch country. Our western heritage is reflected in the Town's architecture and our friendly people. The Town of Cochrane welcomes innovative and skilled individuals to join our team of over 250 employees.

The Legislative Services section coordinates Council meeting agendas and minutes, Council Committee recruitment and regulatory reporting. They oversee all Assessment Review Board functions, facilitate the Subdivision Development Appeal Board processes, manage all corporate records, and ensure Freedom of Information and Protection of Privacy Act (FOIP). They coordinate the community grant process, manage the Municipal Bylaw registry and the Town's insurance portfolio, and conduct elections and the annual census.

Wow! This is a busy team with always lots on the go. They are passionate, dedicated and focused; and they need to add a **Legislative Assistant** to the team.

Why should you consider working for us?

Our employees enjoy many benefits including competitive public sector pay, professional learning and development, and the opportunity to work with other talented municipal professionals.

As an organization, the Town of Cochrane has a focus on investing in people. This is not a boring municipality. We are growing into an organization with a focus on transparency, critical thinking, curiosity, reflection and innovation. We support experimentation as part of the growth process and strive for continuous improvement. We are municipal employees and we are accountable to all the residents of the Town of Cochrane. Want to be a part of this exciting time?

Ok, but what is a Legislative Assistant at the Town of Cochrane?

The Legislative Assistant is responsible for providing a wide range of daily legislative processes which support Town Council, Committees, and Administration.

This person is a highly organized and technically advanced administrative professional with knowledge of municipal government and legislation. They have a high level of accuracy, confidentiality, and discretion while balancing multiple priorities. Oh, and they love Legislation! Understanding the black and white, and carefully interpreting the grey is where they love to contribute to this team. The team is a group of hardworking professionals and administrators dedicated to supporting the Town's commitment to transparency, good governance and ensuring legislative requirements are met.

If you want to make a difference in our community and have 2-3 years of experience in a public-sector environment with knowledge of legislation and processes, we welcome your application for the position of Legislative Assistant.

On a day-to-day basis the Legislative Assistant might be doing some of the following:

- Provide administrative support in preparation of Council, Committee-of-the-Whole and Council Committee agendas in accordance with Council Procedural Bylaw, and relevant Town of Cochrane processes and/or requirements.
- Review and proof reports, agendas, corporate documents, seals and retains to ensure consistency and adherence to legislative requirements, Town Bylaws and Municipal Government Act.
- Maintain Agenda, Notice of Motion tracking sheets and meeting minutes.

Town of Cochrane

Legislative Assistant

- Attend meetings as required and records and retains meeting minutes.
- Coordinate external groups and/or individuals who wish to present to Council and/or Committee-of-the-Whole.
- Coordinate, schedule and book meeting rooms between external parties, Council, Committee-of-the-Whole and other Council Committees.
- Play a key support role to the Manager, Legislative Services by conducting research assignments; compilation of information and tabulation of data; organizing logistics for meetings, workshops and special activities.
- Maintain Bylaw, Policy & Administrative Directives Management Systems; tracks bylaw readings and amendments, maintains signed bylaws and indexes, initiates bylaw reviews as and when required, tracks policy and Administrative Directives adoption and revisions.
- Participate on select projects, including those involving collaboration with other staff members and external consultants on an ad hoc basis under the general supervision of the Manager, Legislative Services; such as, Municipal Elections, Census, Bylaw and Policy Review Teams.
- Be the internal expert assisting with training of Administration on use of iCompass meeting management software.
- Maintain the Council Portal and policies on the intranet for easy access to documentation by Council and Administration and maintains Bylaws on the internet for public access.
- Provide administrative support in the coordination of legislative and legal functions and processes established for the municipality.
- Provide general support and providing coverage in the absence of the Legislative Administrator and Records functions.

If many of the following characteristics and skills describe you, we want to meet you!

- Post-Secondary education in Municipal Government, and/or Business or in a related discipline.
- 2-3 years of experience being progressively responsible in a public-sector environment with demonstrated working knowledge of government legislation and processes.
- Experience with managing political sensitivities.
- Advanced MS Office and Adobe Professional software skills
- Technical experience in audio/video equipment and/or virtual meeting platforms
- Attention to detail with a high degree of accuracy
- Maintain confidentiality and diplomacy while working with personal information
- Strong organizational and time management skills
- Ability to work independently, or with a team
- Conflict resolution skills
- Knowledge of iCompass meeting management software
- Local Government Certificate Program or equivalent
- Commissioner for Oaths, or ability to obtain

The Town of Cochrane is committed to providing a healthy and safe work environment for all of its employees. As a Town of Cochrane employee, you must take reasonable care to protect your health and safety and that of others present at Town worksites, perform work safely, follow all relevant health and safety legislation, Town directives and procedures and attend all identified orientations and training.

Still interested? Here's how to apply:

- Qualified individuals are encouraged to submit your resume, and a letter stating how your experience match the required qualifications, skills and abilities for this position
- All qualified candidates will be requested to complete an online suitability survey
- Applications for this position will be accepted until 9pm MST November 28, 2021 at www.cochrane.ca/jobs

The Town of Cochrane adheres to guidelines set by the Province of Alberta in response to the COVID-19 Pandemic. Interview logistics and working arrangements for successful candidates may evolve throughout the recruitment process. As of September 27, 2021, the Town of Cochrane requires proof of

Legislative Assistant

vaccination or negative testing for candidates and employees. More details will be provided to shortlisted and successful candidates.

We thank all applicants for their interest, however only those selected for an interview will be contacted. All applicants must be legally entitled to live and work in Canada.