



**Senior Legislative Officer**  
Competition # 2018114  
One (1) Permanent Full-Time Position

The City of Fort Saskatchewan is seeking a detail orientated, positive and enthusiastic professional to join our Legislative Services Team. Reporting to the Director of Legislative Services, the Senior Legislative Officer works with the Director on the provisions of corporate, legal, and legislative services. This position is responsible for interpreting legislation; tax recovery, contract and document review; and the duties of the Assessment Review Board Clerk, Subdivision Development Appeal Board Clerk, and Deputy Returning officer for municipal elections. It is essential for the candidate to have a strong customer focus with exceptional interpersonal, verbal and written communication skills. The Senior Legislative Officer will have proven leadership skills with the ability to engage, motivate and lead employees.

This position requires a minimum of a two year post-secondary diploma in Municipal Government, Law, Business Administration, Public Administration, or a related field. The successful candidate will have, or be willing to obtain, a National Advance Certificate in Local Government Authorities Administration, and a Commissioner for Oaths certification. An Information Access and Protection of Privacy Certificate and a Supervision Citation or Certificate are definite assets. A minimum of five years' experience in a related area in a municipal environment, with three years supervisory experience is required. Experience in Administrative Law, Contract Law or Commercial Law is an asset. The candidate will be proficient in Microsoft Office including Word, PowerPoint and Excel and have strong organization, presentation, verbal and written communication skills. The successful candidate will pride themselves on their professionalism, excellent customer service skills and work well within a team environment.

The City of Fort Saskatchewan offers a competitive compensation package with a salary range of \$75,679 to \$89,037 per annum. Qualified applicants are invited to apply in confidence.

**This position will remain open until a suitable candidate is found.**

The City of Fort Saskatchewan  
People Services Department  
10005 - 102 Street  
Fort Saskatchewan, AB T8L 2C5  
Fax: 780.992.6625  
E-mail: [hr@fortsask.ca](mailto:hr@fortsask.ca)



Take your Career in the Right Direction

The City of Fort Saskatchewan is a vibrant economic and cultural hub located just 15 minutes northeast of Edmonton on the banks of the North Saskatchewan River. Home to more than 26,000 people, the City proudly manages state of the art recreation, culture and historic amenities including 75 km of outdoor trails, a performing arts theatre and fitness centre within the Dow Centennial Centre and the 1875 – 1885 NWMP Fort representation in historic downtown.

For more information on employment with the City of Fort Saskatchewan, please visit our website at: [www.fortsask.ca](http://www.fortsask.ca)

*The City of Fort Saskatchewan thanks all applicants for their interest, but advises only those under consideration will be contacted.*