



Position Description

POSITION TITLE:	Legislative Coordinator
DEPARTMENT:	Administration
REPORTS TO:	Chief Administrative Officer

SUMMARY OF POSITION:

The Legislative Coordinator is responsible for assisting the CAO and Council with planning and organizing their time to create efficiencies for the organization. They will be responsible for the management of corporate functions including bylaws and policies and elections. They also play an important role in Policy development by providing assistance and drafting services to the CAO and Council. This position may also work in a project management role as required by Council and the CAO.

RECOMMENDED TRAINING & QUALIFICATIONS:

- Post-Secondary education in areas vital to municipal government such as Business Administration,
- National Advanced Certificate in Local Authority Administration (NACLAA 1)
- National Advanced Certificate in Local Authority Administration (NACLAA 2)
- University of Alberta's Access to Information Certificate Program
- Ability to build rapport and create positive experiences for the public when they contact the office of the CAO
- Provide administrative support in a self-directed manner
- Have experience managing the legislative requirements for a transparent governance process
- Office Software: Microsoft Word, Excel, Outlook
- Experience using Publisher or Adobe products to create documents for internal and external audiences
- Additional communications, public relations or related training is an asset
- Proficient in Municipal Legislation
- Working knowledge of the Municipal Government Act
- Safety Training: Including Safety Orientation, First Aid, WHMIS 2015, and others as applicable

KEY DUTIES AND RESPONSIBILITIES:

1. Operational Excellence

- a) Sound and easy to interpret policies and procedures exist.
- b) Administrative support needs of Council are met in a timely and confidential manner.

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- c) Municipal and governance documents are legislatively compliant and written in plain language.
- d) Policies of the County are regularly followed/observed.
- e) Council is aware of required correspondence and of special information to support their decision-making.
- f) CAO is positioned to effectively deal with all Council related queries and/or concerns.
- g) Municipal central filing system is effective and user friendly.

2. Risk Management

- a) Ensure Council members are aware of County policies and their respective roles and limitations thereof.
- b) Ensure the County adheres to legislation and appropriate regulations.
- c) Ensure Council is aware of and follows financial management policies and practices.

3. Legislative Function

- a) Good understanding of Municipal Government Act.
- b) Will prepare research and resolutions to be brought to district meetings.
- c) Will be responsible for the accurate recording of all regular and special meetings of the Council of Starland County.
- d) Act as Returning Officer for the County's municipal elections and plebiscites and is responsible for planning and establishing processes to be followed in municipal elections and by-elections.
- e) Will act as Census Officer.

4. Stakeholder Relations

- a) Effective working relationships exist with all required partners/stakeholders.
- b) Council members are aware of County policies and their respective roles and limitations thereof.
- c) Fair and equitable treatment to foster good relationships.
- d) A positive and supportive environment exists.

5. Provide Clerical Support to the Chief Administrative Officer

- a) Ensure scheduling and planning of Council and Council Committee meetings.
- b) Update and maintain Minute Books (Council and Council Committees).
- c) Update and maintain Bylaw Registry, tracking of Bylaw Amendments & Bylaw Binders.
- d) Update and maintain reference Manuals (Statutes of Alberta, Local Government Statutes and Regulations).
- e) Prepare, assemble, and distribute meeting agenda packages and related materials when required.
- f) Prepare, draft, edit and circulate meeting minutes.

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- g) Assist CAO with follow up on action items coming out of various Council and Council Committee meetings.

6. Personal Development

- a) Attend any training programs and / or seminars recommended by Council or the Chief Administrative Officer.
- b) Annually prepare a summary of training programs and / or seminars that would supplement the duties as outlined.

7. Other Administrative Function

- a) Will draft, review and organize County policies and bylaws at the request of Council or the CAO.
- b) Attendance at various meetings when requested by the CAO.
- c) Perform all other duties as may be required by Council or the Chief Administrative Officer.

LEADERSHIP ATTRIBUTES & CORE COMPETENCIES

- ✓ Empathy, intuition, professionalism, drive
- ✓ Ability to think strategically – outcomes focused
- ✓ Approachability, interpersonal skills and empowering of others
- ✓ Engaging others for relevancy and corporate impact
- ✓ Extensive knowledge of governance, stakeholder relations, leadership best practice
- ✓ Proficient in performance management principles
- ✓ Positive can-do attitude
- ✓ Brevity and clarity in communication (verbal and written)
- ✓ Collaborative and the ability to build team and build people
- ✓ Adaptable & Transformative – growth through reflection, foresight & flexibility
- ✓ Inspiring and motivating others
- ✓ Ability to delegate and macro-manage
- ✓ Craving for ongoing personal self-improvement – personal mastery

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SAFETY COMMITMENT:

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position is not a safety sensitive position, so drug and alcohol testing is not required on hiring.

*Revised as of August 2024