

Sturgeon County is recruiting for the position of

## Legislative Officer

**As a member of Sturgeon County's Legislative Services Department, you will provide administrative support to Council and its committees as well as being responsible for the control and management of legislative documents.**

### Key Responsibilities include:

- Using Meeting Management Software, assembles and distributes Council agendas, arrange meeting facilities, schedule public presentations, record and transcribe Council minutes, prepare general correspondence, take follow-up action as required and maintain a record of outstanding items.
- Responsible for technical requirements associated with the Meeting Management Software along with training and trouble-shooting.
- Assist in drafting and updating municipal policies and procedures and bylaws. Responsible for maintaining the indexes for both policies and bylaws.
- Act as Secretary for the Assessment Review Board and Subdivision and Development Appeal Board: schedule hearings; mail notices; collect the appropriate fees; organize board members to attend hearings; prepare agenda packages; attend hearings and draft and distribute decisions.
- Provide administrative assistance to the Joint Intermunicipal Affairs Committees by distributing agendas along with recording minutes.
- Type legislative correspondence, reports and other related material as required.
- Respond to public inquiries both in person and on the phone relating to general legislative matters when required.

Your competencies include excellent organizational and time management skills in order to work under the pressure of time limitations and constraints. You will possess an ability to maintain confidentiality regarding matters which affect the municipality, strong writing skills, high degree of accuracy in word processing, proficiently skilled in all Microsoft Office programs, as well as strong inter-personal skills.

### Job Qualifications:

- Certificate or diploma in Office Administration
- 3-5 years municipal government experience
- Formal training in the art of minute taking or demonstrated experience
- A strong understanding of parliamentary procedures
- Courses in National Advanced Certificate in Local Authority Administration would be an asset

Competition Number: #47-2017  
Position Type: **Permanent Full Time**  
Rate of Pay: \$63,868.54 – 84,044.48 per annum  
Hours of Work: 35 hours per week. Monday – Friday 8:30 AM – 4:30 PM  
Competition Closing Date: July 26, 2017 @ 12PM

**Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.**

**As an employer, we continually seek individuals with the spirit to make things happen.**

### Sturgeon County

9613-100 Street  
Morinville, AB T8R 1L9

County Centre  
PH: 780-939-4321

Toll Free 1-866-939-9303  
Fax 780-939-2076

E-mail:  
[hr@sturgeoncounty.ca](mailto:hr@sturgeoncounty.ca)  


Interested candidates are encouraged to submit their application/resume by mail, fax or email quoting the competition number.

*Thank you to all applicants for their interest in Sturgeon County. However, only those chosen for an interview will be contacted.*

Your personal information is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. Personal information you provide may be used for the purposes of determining whether you are suitable and qualified for a position with Sturgeon County. If you have any questions about the collection and use of this information, please contact the Sturgeon County FOIP Coordinator at the Sturgeon County Centre located at 9613-100 Street, Morinville, AB, T8R 1L9 or contact the FOIP Coordinator at 780-939-4321.