



EMPLOYMENT OPPORTUNITY

MANAGER OF LEGISLATIVE SERVICES

The Town is currently recruiting a key member of our Corporate Services team for the position of Manager of Legislative Services. Reporting to the General Manager of Corporate Services, this position will oversee the Town's policies, bylaws, as well as the corporate minute taking and agenda process for various Council, Boards and Commissions including overseeing the Subdivision and Development Appeal Board (SDAB). This position acts as a conduit on legal and insurance matters and oversees procurement and risk management for the Town. The Manager is also responsible for conducting Town elections, by-elections, census and plebiscites. This position will work cooperatively with the Town's management team and model the Town's Values and Leadership Principles.

The ideal candidate for this position will hold a university degree in Business, Law, Management, Political Science or related field, combined with a minimum of five (5) years of management or supervisory experience, preferably in a Municipal setting. Certification in Local Government, FOIP, and/or Project Management, will be considered an asset. This role is ideally suited for an individual possessing a strong demonstrated knowledge of pertinent municipal, provincial, and federal legislation, with extensive experience in policy and bylaw development. The successful applicant will demonstrate exceptional diplomacy and tact as well as exceptional leadership skills and mentoring capability, with the ability to effectively lead and manage projects and teams.

Based on a 35-hour work week, the salary range for this position is \$105,228 - \$133,880 per annum. The Town offers an excellent 100% employer paid Health Benefit package and membership under the Local Authorities Pension Plan, plus the option to participate in the APEX Supplementary Pension Plan. This position will be expected to attend some evening Council/Committee and other meetings as required.

For complete details, and to apply online visit: www.stonyplain.com

Competition Number: 2022056

This competition will remain open until a suitable candidate is recruited.

The Town of Stony Plain appreciates all interested applicants, however only those selected for an interview will be contacted.