



Job Description

Legislative Services Assistant – Communications and Assistant to Deputy CAO

Job Title: Legislative Services Assistant – Communications and Assistant to Deputy CAO
Department: Legislative Services
Reports to: Deputy CAO and Legislative Services Manager

Summary:

Legislative Services Assistant – Communications and Assistant to Deputy CAO

Reporting to the Deputy CAO and the Manager of Legislative Services, the role of the *Legislative Services Assistant – Communications and Assistant to Deputy CAO* is to provide administrative and clerical support to the Deputy CAO and to provide support to the Communications Coordinator in all areas relating to the Communications Department.

Additional duties will include providing Legislative and clerical support to the Manager of Legislative Services by supporting functions of Council, Subdivision and Development Appeal Board, Assessment Review Board, Agricultural Services Board and other Municipal Boards and Committees.

Duties and Responsibilities:

Assistant to the Deputy CAO:

- Provide administrative and clerical support to the Deputy CAO.
- Prepare all correspondence required by the Deputy CAO.
- Maintain a general file system for the Deputy CAO.
- Answer routine and non-routine telephone calls and, if need be, direct callers to appropriate person.
- Maintain calendar, agenda and travel arrangements for the Deputy CAO.
- Assist with grant applications, correspondence, and reporting when necessary.
- Posting of calls for proposals to Alberta Purchasing Connection and other municipal advertising venues as may be directed from time to time.

Communications Department – Support to the Communications Coordinator:

- Provide back-up and assistance to the Communications Coordinator with day to day activities and projects including:
 - Maintenance of external websites and social media accounts
 - Update, develop content for websites and social media accounts
 - Assist in production of advertising for external publications

Legislative Services Assistant

- Undertake all training as required under Provincial legislation and Municipal policy to be appointed as clerk of Council, SDAB, ARB, ASB and other Boards and Committees, FOIP Assistant and Municipal Returning Officer if assigned to do so. This position may be appointed as Clerk to the Subdivision Development Appeal Board and to the Assessment Review Board and may hold the position of appointed Designated Officer.
- Arrange for all training and recertification as required under Provincial legislation and Municipal policy for members of Council, SDAB, ARB, ASB and other Boards and Committees as assigned.
- Provide direction, recommendations and advice to SDAB, ARB, ASB and other Board members on applicable Board principles, terms of reference and relevant legislation requirements.
- Arrange and attend meetings and hearings of Council, SDAB, ARB, ASB and other Boards and Committees as assigned.
- Prepare and distribute notice of hearings, agendas, minutes, circulations, Board Orders and correspondence of Council, SDAB, ARB, ASB and other Boards and Committees as assigned.
- Manage recruitment processes and the preparation of necessary bylaws associated with Board member appointments.
- Draft Bylaws as required for the County, Council, SDAB, ARB, ASB and other Boards and Committees.
- Support all functions of the SDAB, ARB, ASB and other Boards and Committees such as catering, event scheduling and travel arrangements.
- Manage and assist the public and others with complaints and inquiries regarding Council, SDAB, ARB, ASB and other Boards and Committees as assigned.
- Manage payroll and expense payment processes for Council and Board Members when assigned.
- Prioritize daily tasks, assignments and projects to ensure deadlines are met.
- Act as the FOIP Assistant when assistance is required by the FOIP Coordinator.
- Act as the Municipal Returning Officer when assigned by Council to do so.
- Attend after hour meetings as required.
- Perform other duties as assigned from time to time.

Skills Necessary for the Position:

- Proficient with Microsoft Office Suite, Adobe Creative Suite, web based interfaces and key social media platforms (Facebook, Twitter, etc.) Familiarity with GIS applications such as Arcview would be considered an asset.
- Ability to multi-task.
- Excellent communication skills with an emphasis on accuracy and clarity.
- Detailed knowledge and understanding of Provincial legislation and Municipal Processes.
- Well versed in Municipal Bylaws, policies, Provincial requirements and standards.

- High level of interpersonal skills, diplomacy and professionalism including strong verbal and written communication competence.
- Sound judgement and decision-making, effective problem-solving abilities, time management and above average organizational skills are required.

Qualifications/Education and/or Experience:

- Post-secondary education or related experience in graphic design, web design, communications, public relations or a related field.
- Minimum 5 years' experience in a fast paced, multi-tasking, deadline oriented work environment where the provision of excellent service to the organization and the public is considered top priority.
- Post-secondary education or related experience in the areas of planning, government administration, legislative services or a related field will be considered an asset.
- Demonstrated exceptional work ethic, can-do attitude, the desire to learn and be part of a team.

Certificates, Licenses and Registrations:

- All training as required to be appointed as clerk to SDAB and ARB (Training will be provided to the right candidate);
- Valid class 5 Driver's Licence.

Physical Demands:

- The physical demands include those associated with working in an office setting using computers and associated technologies, such photocopiers, printers and fax machines.
- Must be able to reach for and lift up to 25 lbs of files.