



JOB DESCRIPTION

JOB TITLE: SPECIALIST - LEGISLATIVE SERVICES

REFERENCE NO: 20030

DIVISION: CITY MANAGER

DEPARTMENT: CITY SOLICITOR

APPROVAL DATES: BY: *Ben Bullock* DATE: Apr 12, 2022
Ben Bullock (Apr 12, 2022 09:54 MDT)
CITY SOLICITOR

BY: *Stan Schwanzenberger* DATE: Apr 12, 2022
CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This is a professional position in which the incumbent works collaboratively with, and independently from, the City Clerk performing a diverse variety of duties. The Legislative Services Specialist supports open and transparent local government through oversight and leadership in the following key corporate functions: process lead for information flow to Council; subject matter expert for legislative processes; lifecycle management of corporate permanent records (Bylaws, minutes, policies); key point of contact for stakeholders/residents wishing to address Council; project management of census and Municipal and School Board elections; corporate process lead for Event Permit applications; performs duties of the City Clerk (Designated Officer) as delegate when required.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the City Clerk.
- Builds strong working relationships with Council and Executive Leadership Team. Frequent interaction and consultation/collaboration with other City departments, Board members, appellants, complainants, and the public.
- Provides advice and guidance to the Executive support team and wider organization regarding legislative process.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- As process lead, coordinates the flow of public and confidential information from Standing Committees, Commissions, internal/external sources to Council efficiently, while adhering to deadlines and Policy /legislative requirements such as FOIP. Ability to identify and deal appropriately with matters of pecuniary or conflict of interest and make recommendations to elected officials regarding practical implications. Provides expertise and guidance regarding drafting of minutes.
- Provides advice regarding Parliamentary procedure to elected officials and stakeholders.
- Accountable for the delivery of bi-weekly Council packets and meeting organization (evenings) to elected officials, administration and the public in accordance with legislated requirements.
- As subject matter expert provides guidance and leadership across the organization in the use of agenda management software and maintenance of corporate records and information flow. Monitors and makes recommendations in accordance with best practice while adhering to legislative requirements and Policy. Prepares and distributes electronic agendas for the Administrative Committee as required.
- Delivers post-meeting action including distribution of meeting records, resolutions, tracks bylaws and communicates decisions as required.
- Provides expertise and coaching to continually improve administrative drafting skills in the creation of Committee reports, and to elected officials in the preparation of motions. Prepares draft minutes and resolutions for City Clerk/City Council.
- Develops reference guides and training materials for meeting procedures and governance for internal and external use by Council, administration, and public member Chairs, as well as plain language

resources and practical advice and recommendations for public participants at Public Hearings in accordance with the principles of natural justice.

- Serves as Deputy Enumerator for census and Substitute Returning Officer in the conduct of municipal elections and by-elections with project lead focus on contractor hiring (250+ workers), develops and delivers training presentations/facilitation sessions for both legislative and technical aspects of these projects as well as hiring/termination decisions, practical advice and guidance to workers.
- Maintains qualifications as Clerk of the Assessment Review Board, Clerk of the Subdivision and Development Appeal Board and performs this function as required in accordance with legislation and principles of Administrative Law, including guiding complainants/appellants through the process, evidence management, providing practical advice to Board members, drafting decisions of the Board.
- Corporate process lead of Event Permit applications in accordance with legislative and Policy requirements and inter-departmental collaboration. Advises applicants on process and makes recommendations to approve/refuse permits.
- Undertakes complex research services to the public, administration and elected officials regarding bylaws, policies and Council records. Responds to public inquiries and complaints, serves as liaison with other city departments and outside agencies. Makes decisions regarding web content.
- Retains custody and control of the Corporate Seal, executes contracts and agreements in accordance with applicable legislation and Policy.
- Assists the City Clerk with budget and business plan development. Monitors, analyses and makes recommendations on variance reporting.
- Provides guidance, encourages, mentors, and leads by example to enable the positive development of junior staff.
- Acts as the City Clerk (Designated Officer) as required. Performs other related duties as required/assigned/delegated.

REQUIRED COMPETENCIES:

- Thorough knowledge of applicable legislation such as the Municipal Government Act, Local Authorities Election Act, Matters Relating to Assessment Complaints Regulation, Interpretation Act, Census Regulation, FOIPP Act; and best practices relating to the management of quasi-judicial Boards and the principles of Administrative Law. Demonstrates adaptive knowledge and application of City procedures, Bylaws and policies with emphasis on records management.
- Strong interpersonal skills to establish and maintain effective working relationships with a broad spectrum of employees and elected officials.
- Excellent oral and written communication skills including business writing, proof reading, facilitation and presentations, and public speaking. Deals with media enquiries effectively and professionally.
- Superior customer service with a focus on effective conflict resolution; efficiently deals with a broad range of enquiries and concerns with maturity, tact, diplomacy and discretion.
- Ability to be flexible, remain focused, produce accurate work and maintain deadlines in a fast-paced working environment with frequent interruptions.
- Demonstrates sound judgement and independent decision-making capabilities using tact and integrity, and ability to maintain confidentiality.
- Confident and self-assured in initiating change and change management with effective problem solving under minimal supervision.
- Demonstrates leadership skills that support a positive, supportive, accountable working environment.

REQUIRED QUALIFICATIONS:

- Successful completion of a bachelor's degree in Business, Public Administration or a related field from a recognized post-secondary institution.
- Five (5) years directly related work experience in public administration.
- Possession of, or ability to acquire and maintain the following qualifications:
 - Administrative Law I & II (Alberta Municipal Affairs)
 - Assessment Review Board Clerk designation (Alberta Land and Property Rights Tribunal)
 - Subdivision and Appeal Board Clerk designation (Alberta Municipal Affairs)
 - FOIP Awareness Program (Service Alberta)
 - Commissioner of Oaths appointment (Alberta Justice)

- Working knowledge of Roberts Rules of Order.
- Thorough working knowledge and use of Microsoft and other software, ERP computer applications and office productivity software tools.
- Successful completion of courses in Local Government Administration from a recognized educational institute would be an asset.
- Experience in project management would be an asset.
- An equivalent combination of management approved training and experience may be considered.

April 5, 2022