

EMPLOYMENT OPPORTUNITY LEGISLATIVE SERVICES DIRECTOR



Starland County is seeking an energetic, highly motivated professional to join our Administration team and fill the position of Legislative Services Director. As the Legislative Services Director, you must have effective communication, interpersonal, problem solving and organizational skills. Excellent leadership, supervisory and management skills are necessary. Experience in municipal legislation is essential.

Starland County invites you to submit your resume if you possess:

- ✓ College Diploma or University Degree in Business Administration, Public Administration or a related field
- ✓ Minimum of five (5) years of progressive experience working in a senior administrative support role preferably within a municipal environment
- ✓ Minimum of 5 years of Supervisory experience
- ✓ Working knowledge of the Municipal Government Act
- ✓ Financial background to assist with the preparation of the Capital and Operational Budgets for Starland County
- ✓ Ability to prepare and interpret bylaws, legislation, and policies as required
- ✓ Excellent communication skills in writing and presenting news releases, council statements, resolutions, media relations as well as preparing the County newsletter
- ✓ Provide clerical support to the Chief Administrative Officer
- ✓ Ability to prioritize tasks, work independently and meet deadlines
- ✓ Ability to maintain confidentiality and security of confidential information is essential
- ✓ Proficiency in MS office applications (Word, Excel, Power Point, Publisher, etc)

This opportunity is a full time permanent position, Monday to Friday from 8:00 a.m. to 4:00 p.m. The successful candidate will be required to provide a criminal record check and must be bondable. A competitive salary and excellent benefits package are available.

If this opportunity is of interest to you, please forward your cover letter and resume to the address below no later than September 3, 2021. For additional information about the job description or our municipality please see our website at www.starlandcounty.com. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Starland County
Box 249
Morris, AB T0J 2B0
Attention: Human Resources

Fax: 403.772.3807
Email: hr-office@starlandcounty.com