



Position Description

POSITION TITLE:	Legislative Services Director
DEPARTMENT:	Administration
REPORTS TO:	Chief Administrative Officer

SUMMARY OF POSITION:

The Legislative Services Director (LSD) reports to the Chief Administrative Officer (CAO) and is responsible for the management of corporate functions including: bylaws and policies, elections and other statutory functions in records management, economic development, information technology (IT) services, and land use planning. Assisting with the preparation of the Capital and Operational Budgets for Starland County will be required. The LSD is responsible for communications within Starland County. This will include the preparation of the Starland County Newsletter, preparing news releases, statements for Council and any other media relations when required. The LSD also plays an important role in Policy development by providing assistance and drafting services to the CAO and Council. As well, the LSD is responsible for providing assistance to the CAO when requested. This position may also work in a project management role as required by Council and the CAO.

The Legislative Services Director reports directly to the CAO and to Council in the CAO's absence. The LSD is responsible for coordinating the activities of contract and support staff related to elections, records management, IT, planning and economic development. Direct reports include the IT/Database Technician, Administration Assistant Reception/Records Management, Health and Safety Officer, and Community Peace Officer.

QUALIFICATIONS:

- Post-Secondary education in Business or Public Administration
- Working knowledge of the Municipal Government Act
- Parliamentary procedures and knowledge of election legislation
- Minimum 5 Years Supervisory experience – Supervise Community Peace Officer, Health & Safety Officer, IT/Database Technician, Records Management

RECOMMENDED TRAINING:

- National Advanced Certificate in Local Authority Administration (NACLAA 1)
- National Advanced Certificate in Local Authority Administration (NACLAA 2)
- University of Alberta's Applied Land Use Planning Certificate Program
- University of Alberta's Access to Information Certificate Program

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- Bellamy Software Training: Tax System, Name/Address, Cash Receipting, General Ledger, Accounts Payable & Receivable, Payroll, System Operator Training and Query Training.
- Mediation Technique Training
- Seminars and Training Sessions on Municipal Operations, Administration, Personal Management and Information Technology Management
- Alberta Municipal Health and Safety Training – Safety Basics and Safety Auditor
- Disaster Services Training in Communications and Emergency Operations Management
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, others as applicable

RECOMMENDED MEMBERSHIPS:

- Alberta Rural Municipal Administrator's Association
- Society of Local Government Managers
- Canadian Association of Municipal Administrators

KEY DUTIES AND RESPONSIBILITIES:

1. Financial Function

- a) Will assist with the preparation of the Capital and Operational Budgets for Starland County, including long term budget estimates required for preparation of the Starland County Business Plan.
- b) Prepare and report on all grant requirements.
- c) Along with the CAO, is responsible for ensuring the sound financial management of the municipality.

2. Communications

- a) Prepare County Newsletter and forward to Administrative Assistant for printing and distribution.
- b) Forward minutes, policy manner, road bans, fire bans, etc. to IT/Database Technician to facilitate updating of County website.
- c) Forward up-to-date information on Council matters such as Committee Listings, etc. to the IT/Database Technician to facilitate updating of County website.
- d) Act as Disaster Communications Officer.
- e) Prepare news releases, council statements and any other media relations when required.

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3. Legislative Function

- a) Good understanding of Municipal Government Act.
- b) Will prepare research and resolutions to be brought to district meetings.
- c) Will be responsible for the accurate recording of all regular and special meetings of the Council of Starland County.
- d) Act as Returning Officer for the County's municipal elections and plebiscites and is responsible for planning and establishing processes to be followed in municipal elections and by-elections.
- e) Will act as Census Officer.

4. Provide Clerical Support to the Chief Administrative Officer

- a) Ensure scheduling and planning of Council and Council Committee meetings
- b) Update and maintain Minute Books (Council and Council Committees)
- c) Update and maintain Bylaw Registry, tracking of Bylaw Amendments & Bylaw Binders
- d) Update and maintain reference Manuals (Statutes of Alberta, Local Government Statutes and Regulations)
- e) Prepare, assemble, and distribute meeting agenda packages and related materials
- f) Prepare, draft, edit and circulate meeting minutes
- g) Assist CAO with follow up on action items coming out of various Council and Council Committee meetings.

5. Information Services and Technology

- a) The LSD is responsible for the management of internal and external IT staff and infrastructure to ensure all the computer, GIS and electronic facilities at Starland County are operational for internal use.
- b) Manages staff to provide the geographic resources (rural addressing, land use planning data, mapping applications, map products) for County staff and the general public.
- c) Will be responsible for the development, implementation and monitoring of corporate IT plans and policy.
- d) Will maintain all records of County information technology assets.
- e) Will maintain a good working knowledge of the County's municipal operating system as well as a general knowledge of the operating network system.
- f) Will be responsible for all system back-ups in the absence of the assigned System Operator.

6. Land Use Planning and Development

- a) Will provide planning advice on the preparation of municipal planning documents including: land use bylaw, municipal development plan, area structure plans, and site specific development plans.

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- b) Will assist ratepayers with the submission of subdivision applications to Palliser Regional Municipal Services Agency, and will work with the agency to ensure proper application of the safety codes administration.
- c) Will coordinate the implementation of long term planning projects and statutory planning documents.
- d) Will sit as a regular member of the Municipal Planning Commission.

7. Safety Policy Function

- a) Supervise Health and Safety Officer
- b) Will coordinate monthly Administration Safety Meetings.
- c) Will coordinate and orientate employees on the implementation of the Starland County Safety Policy in the Administration Office.

8. Community Peace Officer

- a) Supervise Community Peace Officer
- b) Good working knowledge and understanding of Community Peace Officer Program

9. Economic Development Function

- a) Will administer all aspects of the economic development budget.
- b) Will manage all economic development contract and support staff.
- c) Will provide research and analysis as required by Council on economic development topics.

10. Personal Development

- a) Attend any training programs and / or seminars recommended by Council or the Chief Administrative Officer.
- b) Annually prepare a summary of training programs and / or seminars that would supplement the duties as outlined.

11. Other Administrative Function

- a) Will draft, review and organize County policies and bylaws at the request of Council or the CAO.
- b) Will act as the project manager for municipal projects or programs which involve interdepartmental teams and non-traditional business areas.
- c) Will schedule regular staff meetings and safety meetings to provide and update the administration staff on the current activities within the County as well as to coordinate the various projects which they may be responsible for.
- d) Will act as a Fire Guardian and issue fire permits as required for Starland County.

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- e) Will assist the CAO as required in performing the duties of Starland County's Disaster Services Communications Officer.
- f) Attendance at various meetings when requested by the CAO.
- g) Perform all other duties as may be required by Council or the Chief Administrative Officer.

CROSS TRAINING REQUIREMENTS

The Legislative Services Director (LSD) will be responsible for all duties normally performed by the Chief Administrative Officer in his/her absence. As well, the LSD should have a good working knowledge of the financial system of Starland County and be competent in assisting and covering for the Financial Services Manager when needed. A good working knowledge of the general functions of each department should also be maintained and should be adequately trained to assist in these areas if necessary.

SAFETY COMMITMENT:

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position is not a safety sensitive position, so drug and alcohol testing is not required on hiring.

*Revised as of July 2021