



EMPLOYMENT OPPORTUNITY LEGISLATIVE COORDINATOR

Starland County is seeking an energetic, highly motivated professional to join our Administration team and fill the position of Legislative Coordinator (LC). As the Legislative Coordinator, you will report to the CAO. You will assist the CAO and Council in planning and organizing their time to create efficiencies for the organization. Some of your daily grind will be easy, but some of it will be above and beyond the scope of a typical LC in that our organization is willing to put a challenge in front of you in the form of strategic projects if you're willing to do the work required to help deliver the results. This position will challenge you to provide out-of-box thinking while still very much working inside the box of municipal service delivery.

The successful candidate must have effective communication, attention to detail and respect all confidentiality requirements. The preferred qualifications for this position include:

- ✓ Completed post-secondary schooling related to areas vital to municipal government
- ✓ Proficient in municipal legislation
- ✓ A willingness to complete the NACLA stream, and/or supplemental related education opportunities are possible for the right candidate
- ✓ Ability to build rapport and create positive experiences for the public when they contact the Office of the CAO
- ✓ Provide administrative support in a self-directed manner
- ✓ Have experience managing the legislated requirements for a transparent governance process
- ✓ Experience using Publisher or Adobe products to create documents for internal and external audiences would be an asset
- ✓ Additional communications, public relations or related training is an asset.

Starland County has a population of approximately 2,000 people. Working with the CAO, Council, and occasionally members of the senior management team, opportunities to tackle strategic projects and demonstrate leadership will create potential for advancement within the organization. The right candidate will be willing to go the extra mile for a polished presentation, dive deep into the data to help deliver comprehensive and factually supported project proposals and contribute on ideas and concepts drawing from their own professional background and education.

This opportunity is a full-time permanent position. The successful candidate will be required to provide a criminal record check and must be bondable. The wage range for this position is \$69,354 – \$83,261 annually based on a 35-hour work week. LAPP participation is required. Starland County offers an attractive benefit package.

If this opportunity is of interest to you, please forward your cover letter and resume to the address below no later than February 10, 2023.

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

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

We thank all applicants for their interest, however, only those selected for an interview will be contacted.