



## TOWN OF STRATHMORE

### JOB DESCRIPTION

JOB INFORMATION	
<b>Position:</b>	Legislative Services Officer
<b>Reports To:</b>	Manager, Leg. Services, Marketing & Communications
<b>Position Type:</b>	<input checked="" type="checkbox"/> Full Time Permanent (35 hours) <input type="checkbox"/> Full Time Permanent (40 hours) <input type="checkbox"/> Part Time Casual <input type="checkbox"/> Part Time Permanent <input type="checkbox"/> Full Time Limited Term (including FT Summer Students) <input type="checkbox"/> Part Time Limited Term (including PT Summer Students)

JOB SUMMARY
<p>Reporting to the Manager of Communications, Marketing, and Legislative Services, the <b>Legislative Services Officer</b> is responsible for supporting the Town's records management and privacy program, bylaw and policy management, contracts and agreements management, the facilitation of key functions related to Council meetings, Council Committee meetings, and Public Hearings, including electronic meeting management, agenda production, record (minutes) production, procedural advice and support.</p> <p>Working with Council and committee members, internal departments, and members of the public, this position supports the Town's commitment to transparent governance and decision making.</p>

ESSENTIAL FUNCTIONS
Description of the Function
<p><b><u>Coordination &amp; Record Management:</u></b></p> <ul style="list-style-type: none"> <li>• Support the retention schedule maintenance ensuring archival, legislative, and regulatory compliance of the Town's records</li> <li>• Manage records and information in all forms (digital and physical) from creation/receipt through to disposition</li> <li>• Oversee the Town's records management program in an M-Files environment</li> <li>• Coordinate the annual calendar for Council meetings and the calendar of internal deadlines for all agendas related to these bodies</li> <li>• Coordinate and train staff on Council Report Writing and presenting to Council</li> <li>• Support the coordination, maintenance, and training for staff on the electronic meeting management software</li> </ul>
<p><b><u>Access to Information and Privacy:</u></b></p> <ul style="list-style-type: none"> <li>• Support the Privacy Officer with facilitating requests for access to information received by the Town in a confidential manner. Duties may include:             <ul style="list-style-type: none"> <li>○ Facilitating access requests (including response content, timelines, extensions, fee estimates, and third-party notifications)</li> <li>○ Providing expert advice on disclosure, privacy protection, and third-party information considerations</li> </ul> </li> </ul>
<p><b><u>Legislative Governance &amp; Council Support:</u></b></p> <ul style="list-style-type: none"> <li>• Liaise and communicate regularly with department staff to provide mentorship, advice, assistance, and direction on material being presented to Council</li> <li>• Attend all relevant meetings pertaining to Council</li> </ul>

- Monitor compliance with administrative procedures relating to Council reports and make recommendations for revisions as necessary and appropriate, such as pre-meeting legislative drafting assistance in the preparation of reports, policies, and notices of motion, bylaws, and amendments
- Oversee Council closed session records and maintain strict confidentiality with respect to such records
- Electronically record proceedings of meetings in accordance with the legislation within the Municipal Government Act and the Town's Meeting Procedures Bylaw
- Respond to questions from elected officials, media, administration, and the general public regarding meeting procedures and provide all relevant information
- Provide complex research services to the public, administration, and elected officials regarding bylaws, policies, resolutions, and other Council records (present and historical)

**Safety:**

- Requires a professional, cooperative, and positive attitude towards health and safety
- Participate in health and safety training moments, meetings, and exercises
- Ensure work sites are maintained in a clean, safe manner to protect the safety of self, other Town personnel, and the public
- Report all unsafe or substandard conditions, acts, and events as soon as possible to immediate supervisor
- Participate as a member of the Strathmore Emergency Response team in preparing and enabling the community to respond in the event of a local or regional disaster

**COMPETENCIES**

- Exceptional verbal and written communication skills
- Excellent research and analytical skills
- Ability to assess multiple competing priorities and analyze benefits and consequences in developing solutions
- Strong understanding of the operations and administration of municipal governments
- Strong understanding of legislative requirements related to Meetings of Council and parliamentary procedure
- Strong understanding and comfort with applying technology, as well as facilitating end-user training
- Ability to research technology solutions and communicate effectively with stakeholders on possible solutions and options

**REQUIREMENTS, EXPERIENCE, AND EDUCATION**

- Post-secondary degree in social sciences, public administration, business or commerce, or an equivalent combination of experience and education
- A minimum of three (3) to five (5) years of related experience
- Knowledge of the *Municipal Government Act, Protection of Privacy Act, and Access to Information Act*
- Currently holds or is able to obtain certification in Assessment Review Board Clerk and Subdivision and Development Appeal Board Clerk
- The successful incumbent must be comfortable and proficient interacting with the public, Council, different levels of government, the CAO, and the Town's leadership team
- Excellent ethical standards, decision-making, judgment, analytical, customer service, supervisory, and communication skills
- Must possess experience with various computer systems and software including MS Office Suite

**WORKING CONDITIONS**

- Ability to work during evening and/or weekends to support with election/plebiscite processes and/or to attend Council and other meetings as required
- Adapt to seasonal workload fluctuations
- Office setting within Municipal Government
- Variable Schedule

**Manager Approval:**

\_\_\_\_\_  
Name Signature Date

**Employee Acceptance:**

\_\_\_\_\_  
Name Signature Date

*Submit signed copy to HR for filing*