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## **EMPLOYMENT OPPORTUNITY**

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### **Legislative Services Manager**

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#### **About Us:**

With a population of approximately 16,300, Cold Lake is a city that offers a wealth of excitement, adventure and entertainment for all in any season. Hugging the southern shores of Alberta's seventh largest lake, this recreational paradise can be accessed in summer and winter through western Canada's largest inland marina. New housing, excellent educational facilities, a multipurpose recreational facility and a college are just a few of the highlights that truly make Cold Lake a community of choice.

#### **Job Purpose & Responsibilities:**

This is a **permanent, full-time** position with the Corporate Services Department.

Reporting to the General Manager of Corporate Services, this position is accountable for directing the activities and day-to-day operations of the Legislative Department for the City of Cold Lake and ensuring that all legislative requirements are met. The incumbent must conduct research, perform analysis, prepare documents, and provide coordination of duties that support the business processes of the City of Cold Lake. The Manager of Legislative Services is responsible for drafting, review, interpretation, and oversight of contracts, bylaws, and policies while overseeing City of Cold Lake quasi-judicial boards and appeals, municipal obligations for privacy and access, City cemeteries, records management, records retention, and providing advice, guidance, and assistance to Legislative staff on a variety of legislative, legal, and administrative matters relating to areas of responsibility. As the FOIP coordinator, this position responds to information inquiries and is responsible for the processing of FOIP requests. The incumbent will manage the City's legal files corresponding with external legal counsel. This position is also responsible for leading the municipal election and census, researching, and writing reports, as needed, and will assume responsibility for the risk management program. This position is expected to work in a highly confidential capacity. The greatest challenge of the position is the successful management of various projects with interruptions and deadlines. The incumbent must demonstrate initiative and can remain open-minded and positive while adapting to changes based on new information or direction. The incumbent must demonstrate a strong ethical standard and integrity and be able to deal with confidential and/or sensitive information. The Manager of Legislative Services will respect client confidentiality and maintain a high standard of professionalism and diplomacy in carrying out the various responsibilities.

**This position is 35 hours per week Monday to Friday, with the flexibility for evenings for special meetings and projects.**

#### **Qualification/Competencies:**

- Bachelor's degree in Business, Political Studies, Government Studies, Public Policy, Paralegal, or Law.
- Applicants should have a minimum of three years' experience, preferably in a Municipality of Government setting.
- The preferred candidate will have a strong organizational capacity, ability to multi-task, excellent communication skills, superior interpersonal skills, an exemplary work ethic, and an ability to work in a team and independently.
- A firm commitment to confidentiality and a strong customer service focus are also required.
- The incumbent should have superior knowledge of applicable legislation and regulations.



**How to apply:**

- Submit a detailed resume including qualifications and past and present work experience.
- Include a cover letter describing your experience and abilities with respect to the above listed qualifications.
- Copies of any relevant certifications.

The City of Cold Lake provides a competitive compensation package to successful candidates, including an exceptional benefits plan, pension plan, and a variety of developmental opportunities.

**This competition will remain open until May 12<sup>th</sup>, 2024.**

The City of Cold Lake appreciates receiving applications from all qualified individuals; however only those short-listed for an interview will be contacted.