

Employment Opportunity

Information Management and Legislative Services Administrator

Permanent Full-time

If you're passionate about legislative processes and skilled in information management, Morinville offers an exciting opportunity as an Administrator within our Legislative Services and Records and Information team. This position allows you to play a vital role in Morinville's governance, focusing on legislative and information management.

In this role, you will report to the Manager of Communications and Legislative Services and be responsible for a broad set of tasks. Your duties will involve administrative work, information management, compliance monitoring, meeting deadlines, ensuring confidentiality, and teamwork. The job requires you to coordinate tasks efficiently in a regulated setting, maintain accuracy, and effectively manage the role's challenges.

Key responsibilities include:

Records and Information Management:

- **Records Management Program Assistance:** Support the records management program goals by ensuring adherence to best practices, leveraging both manual and automated systems, and complying with relevant policies and legislation.
- **Strategy Implementation and Support:** Facilitate implementing and evaluating the Records and Information Management Strategy, including testing and refining the corporate records structure.
- **Records Organization and Retrieval:** Aids in the classification, coding, cross-referencing, logging, and storage of corporate records following legislation and the Town's Retention Policy; locates and retrieves records upon request.
- **Technical Guidance and Compliance:** Offers technical support, troubleshooting, and guidance to staff regarding the electronic records management system (ERMS), corporate records structure, and related policies and guidelines; updates policy and procedure manuals as required.
- **Backup Support and Additional Services:** Serve as the primary backup for the Information Management / FOIP Coordinator, support Freedom of Information requests, provide Commissioner for Oaths services, and Maintains sections of related corporate website pages and internal documentation.

Legislative Services:

- **Council Meeting Support:** Attends all Council meetings to assist with minute-taking and manage eSCRIBE and streaming; supports the development of the Council meeting agenda packages and minutes; and ensures the preparation of legislative documents.
- **Legislative Compliance and Documentation:** Reviews reports for consistency and adherence to legislative requirements; responsible for bylaw consolidation (excluding the Land Use Bylaw) and legislative document preparation, including bylaws, policies, and minutes for signing and filing.
- **Cross-Organizational Collaboration:** Works across various departments to meet preparation and meeting deadlines, coordinates with external parties addressing the Council, and supports the creation and maintenance of Legislative Services policies and procedures.
- **Digital and Community Engagement:** Maintains sections of the corporate website related to Legislative Services, supports SDAB and ARB appeals, and assists with Census, Council Orientation, and Elections.
- **Administrative and Backup Support:** This person acts as the primary backup for the Coordinator, assists with legislative, records, and corporate research and initiatives, assigns bylaw numbers, and may act as the Deputy Returning Officer.

Who We're Looking For:

The ideal candidate should have a Records Management Certificate or relevant education/experience, 2-3 years of experience in local government information management or meeting management, and familiarity with ERMS related software. Specific eSCRIBE experience would be an asset. The candidate should possess in-depth training and knowledge concerning the responsibilities of public bodies under key legislative frameworks such as the Alberta Freedom of Information and Protection of Privacy Act, the Municipal Government Act, and the Local Authorities Election Act.

Compensation/Hours of Work:

Annual salary range of \$56,312 to \$67,239 (7 Step Grid), based on a 35-hour work week. We offer a comprehensive benefits package including pension, professional development opportunities, and a supportive work environment.

Application Deadline: Friday, April 5, 2024, at 12:00 pm (noon)

Submit resume and cover letter quoting "Comp # 202412-IMLSA" to:

Human Resources, Town of Morinville
10125 100 Avenue, Morinville, AB T8R 1L6
Email: hr@morinville.ca | Fax: 780-939-5633 |
Web: www.morinville.ca

We thank all applicants for their interest; however, only those under consideration will be contacted. Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply.

Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.