

## EMPLOYMENT OPPORTUNITY

<b>Position Title:</b>	Municipal Clerk and Executive Assistant to Council	<b>Job Status:</b>	Permanent
<b>Department:</b>	Legislative and Protective Services	<b>Reports To:</b>	Chief Administrative Officer

### Position Summary

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The Municipal Clerk and Executive Assistant to Council reports directly to the Chief Administration Officer (CAO). The Municipal Clerk and Executive Assistant to Council provides senior level, confidential administrative support to the CAO and Council. Must work in cooperation with Councillors, Senior Leaders, ratepayers, officials of other levels of Government and the public.

### Duties and Responsibilities

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Under the supervision of the CAO, the duties and responsibilities of the Municipal Clerk and Executive Assistant to Council include, but are not limited to, the following:

#### Legislative Services and Council Support

- Uses meeting management software to assemble and distribute Council agendas, ensuring that legislation and procedures are being adhered to and that related background information is provided
- Arranges meeting facilities, schedules public presentations, records and transcribes Council minutes, prepares general correspondence, takes follow-up action as required and maintains a record of outstanding items
- Assists staff with technical requirements associated with the meeting management software along with training and troubleshooting
- Assists in drafting and updating municipal policies and procedures and bylaws
- Maintains the indexes for both policies and bylaws and maintains the Council Committee list
- Acts as Secretary for the Subdivision and Development Appeal Board: schedule hearing; mail notices; collects the appropriate fees; organizes board members to attend hearings; prepares agenda packages; attend hearings and drafts the decisions
- Drafts, types and coordinates Council and Administrative correspondence and provides Council follow up.
- Responds to public inquiries both in person and on the phone relating to general legislative matters when required

- Researches and summarizes various topics, as directed by the CAO
- Assembles, prepares, and distributes material and information, as required, for meetings, conferences, etc. on behalf of Council
- Coordinates routine internal administrative matters on behalf of Council

## **Records and Correspondence**

- Supports the County's Records and Information Management Program through the maintenance, control, and disposition of the records for CAO and Council
- Comply with the Freedom of Information and Privacy Act
- Ensures the implementation of the retention periods for inactive records
- Ensures the implementation of an annual records review to transfer records from active to inactive storage, to transfer records to the Provincial Archives and to destroy records as per the file classification system retention periods

## **Municipal Elections**

- Acts as the Returning Officer for Municipal Elections.  
Coordinates the planning and administration of elections, by-elections, plebiscites, and censuses

## **Other**

- Foster a working environment focused on continuous improvement and customer service
- Ensure that Westlock County's Health and Safety Program as well as Occupational Health and Safety's standards are followed
- Promotes a safe work environment, ensuring compliance with all government regulations, and Health & Safety policies and practices. Participation on the County's Health and Safety Committee as required
- This position may be called to perform duties as required by the Director of Emergency Management during a State of Local Emergency
- Other duties as assigned, including occasional back-up for Reception

## **Minimum Requirements**

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- Post-secondary education in Office Administration with a minimum of 3 years' experience in a Municipal Government, with at least two years at a senior level
- Excellent organizational, interpersonal, problem solving and oral and written communication skills
- Ability to maintain and uphold a high level of confidentiality
- High proficiency in Microsoft Office and iCompass Software an asset
- Exceptional time management and research skills

- Ability to work in a team environment or independently

## **Working Conditions**

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- Work normal business hours but may be required to do some work in the evenings or outside normal working hours
- Working indoor, sitting for long periods of time with prolonged exposure to computer screen
- Required to work in a busy, open area office which may result in constant interruptions
- Required to spend long hours concentrating which will require attention to detail and high levels of accuracy
- Required to meet several deadlines which may cause stress
- May travel to attend meetings, community activities, and conferences
- High level of social interaction, this position deals with the public and may result in exposure to irate ratepayers
- Varying levels of physical effort, including moderate lifting (up to 50 lbs.) walking, standing, pushing, and pulling, reaching, driving, and carrying are required. Repeated motion of office tasks is also involved

## **Remuneration & Benefits**

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This is an out-of-scope position. Compensation is commensurate based on skill and experience and includes a competitive benefit and pension package.

Applicants are invited to submit a cover letter and resume outlining their qualifications, relevant experience, and certifications.

**CLOSING DATE:**

4:00 p.m. on Friday, March 29, 2024

**SUBMIT RESUMES TO:**

Westlock County  
c/o Human Resources  
10336 106 Street Westlock, AB T7P 2G1  
[hr@westlockcounty.com](mailto:hr@westlockcounty.com)

Westlock County is proud to be an equal opportunity employer that is committed to diversity and inclusion in the workplace.