



Mountain View
C O U N T Y

Employment Posting

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www.mountainviewcounty.com

MVC07-2017 – **Closing Noon Friday December 1, 2017 – or until suitable candidate is chosen**

Director Legislative Community and Agricultural Services

SL \$131,030*/per annum *salary will be depended on successful candidate's education and experience

Position Summary:

As part of the County's Senior Management Team this position will oversee and provide legislative services for the organization. Manages the maintenance and updating of County bylaws and policies and serves as the County's FOIPP Coordinator. Builds and maintains relationships with municipalities, Council, public and private agencies. Prepares or has prepared, the agenda for Council's annual Organizational Meeting, acts as the Clerk to the Subdivision and Development Appeal Board and coordinates Assessment Review Board meetings and attends such meetings; attends Council (as required) and other policy-level meetings; follows up on Chief Administrative Officer's Action List; coordinates the review and preparation of reports (division boundary reviews, procedure bylaws and parliamentary procedures, appointments of designated officers, terms of reference for committees, etc.) to ensure compliance with legislation. Coordinates the review, preparation and updating of bylaws and polices to ensure compliance with MGA and other applicable legislation; coordinates procedures to ensure that municipal elections, by-elections and plebiscites adhere to provisions of Local Authorities Election Act. Responsible for supervising and providing leadership to Agricultural Services, Economic/Community Development, Records Management, Communications, Community Services, and the Community Peace Officer programs.

Requirements:

- Undergraduate degree or post secondary diploma in Law, Public Administration, Business Administration or related discipline; combined with post secondary education in the functional areas of municipal government – Senior Executive Fellows Program Certificate (CLGM); Completion of Local Authority Administration courses or a combination of relevant experience and education may be considered;
- Three (3) to five (5) years of related experience in a mid to senior management level position in a public-sector organization;
- Thorough knowledge and understanding of the Municipal Government Act, Freedom of Information and Protection of Privacy Legislation and the preparation of Privacy Impact Assessments; and the ability to analyze and interpret all legislation affecting rural Alberta municipal operations;
- Comprehensive knowledge of legal and parliamentary procedures, administrative law, rules of natural justice and quasi-judicial bodies;
- Excellent communication skills (written, verbal and listening) which include outstanding editing and legal drafting skills; with an eye for detail and accuracy;
- Strong political acumen with the ability to work in a non-partisan manner using excellent interpersonal, problem-solving and conflict resolution skills.

Submissions will be received until **Closing Noon December 1, 2017**. All applications are to be marked "**confidential**" and will be received in confidence. Submit resumes, **Attention Human Resources**, in one of the following ways:

- Email to hr@mvcountry.com
- Fax to (403)335-9207
- Mail to Mountain View County. PO Bag 100, Didsbury, AB TOM 0W0

For a Position Description please contact Human Resources directly at 403-335-3311 ext 194 or email your request to hr@mvcountry.com - We appreciate the interest of all candidates; however only those considered for an interview will be contacted. Mountain View County is an equal opportunity employer.