

	Town of Rocky Mountain House POSITION DESCRIPTION FOR: Legislative Assistant		
Department:	Administration	Effective Date:	May 26, 2025
Reports To:	Legislative and Protective Services Manager		

General Accountability:

The **Legislative Assistant** is responsible for providing confidential administrative services to the CAO, Legislative and Protective Services Department, in a friendly, courteous and professional way by assisting customers at the Town office in person, by email or by phone.

Core Duties:

- Have a knowledge of the Municipal Government Act, Town of Rocky Mountain House Bylaws and Policies, municipal contracts and agreements.
- Serve as the contact point for the Legislative and Protective Services Department with ratepayers, other governments, citizens and other stakeholders.
- Assist in the development of reports, including the research and gathering of relevant information.
- Coordinate information and background material to assist in dealing with correspondence, or inquiries requiring attention and for use at meetings.
- Organize and schedule meetings for Council, Legislative and Protective Services Department including booking and preparing meeting rooms.
- Prepare and distribute any required documents for Council, Legislative and Protective Services required for meetings.
- Manage honorariums and expense claims for Council and the expenses of the CAO, Legislative and Protective Services Department.
- Arrange all travel and related arrangements for Council, CAO, Legislative and Protective Services Department as required.
- Issue Outlook invitations, reminders, and Information packages as appropriate.
- Maintain confidentiality in all matters.
- Prepare and distribute Council and Committee agendas along with the preparation of the Council Chambers and other meeting rooms including Budget and Service Level meetings.
- Attend all Regular Council Meetings, Special Meetings of Council, Governance and Priorities Committee Meetings and Board Meetings to take minutes.
- When required, ensure that all minutes of Council and committee meetings are signed and saved.
- Prepare and maintain an Action List from Council meetings and ensure the items on the list are completed in a timely manner.
- When required, draft any correspondence required as a result of Council meetings in a timely manner.
- Coordinate the signing and release of all correspondence.
- Assist in maintaining the records management system.
- Prepare documents that will be public in accordance with the Protection of Privacy Act (POPA).
- Assist in conducting municipal elections and by-elections.
- Perform duties assigned in accordance with the Municipal Emergency Plan.

- Other duties as assigned by the Legislative and Protective Services Manager.

Support to others

- Work closely with all departments.
- Participate in Town Initiatives as requested that may be out of scope of this position such as community events, open houses, and public meetings.

Health and Safety:

- Required to review the Town of Rocky Mountain House Health & Safety manual on a regular basis and adhere to the manual.
- Participate in the Health & Safety training, meetings and reporting.

Reports To:

- Legislative and Protective Services Manager

Minimal Qualifications:

- Completion of Grade 12 diploma.
- Post secondary certificate or Diploma in Office Administration or related field.
- Five to seven years of related experience, with at least two years of experience providing administrative support to senior and/or executive management, preferably in a government setting.
- Strong comprehension of the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA).
- Class 5 Drivers License
- Strong customer service and communication skills, both written and verbal; ability to maintain ongoing communication to anticipate and prevent potential problems, develop and maintain positive and effective working relationships with Council, staff and other stakeholders.
- Commissioner for Oaths or ability to obtain certification.
- Courses in the NAACLA program or willing to take.
- Satisfactory Criminal record check.
- Enhanced Police Information Check (E-PIC), if required.

The hours worked are contingent upon the requirements of the position and may include overtime as to the nature of the position

Guidance Received:

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are;

- Province of Alberta Municipal Government Act and regulations
- Town of Rocky Mountain House Bylaws and Policies
- Protection of Privacy Act (POPA) and Access and Information Act (ATIA).
- Written and/or oral directives received from the Legislative and Protective Services Manager.

Contacts:

The Legislative Assistant will frequently have contact with the following:

- Town Community Peace Officers
- Mayor and Councillors.

- Chief Administrative Officer
- Alberta Government departments.
- Other municipalities.
- General Public.
- Town of Rocky Mountain House staff.
- Town of Rocky Mountain House organizations.

Environment:

Features of work which create unusual demands or, which create physical and/or mental stress are:

- The Legislative Assistant, at times, may be under significant pressure to meet deadlines.
- The ability to adjust to substantial changes in workload and prioritize accordingly.
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.
- Requires discretion and confidentiality in all matters.
- Frequent interruptions for tasks, information and assistance to public and staff.

Physical Demands:

This position may include the following:

- Being seated for long periods of time.
- Bending & twisting motions.
- Lifting over 20 lb

CAO Approval:  _____

Date: 05/27/25

SIGNATURES:

I have read and understand the contents contained within this job description. The supervisor of this position has informed me that this is a general description of the duties, responsibilities and qualifications for the position of Legislative Assistant. This description will form the basis for my classification level and the basis for my performance evaluation.

Employee Name: _____

Employee Signature: _____

Supervisor Signature: _____

Date: _____