

TOWN OF
VEGREVILLE 

EMPLOYMENT OPPORTUNITY

LEGISLATIVE ASSISTANT

POSITION SUMMARY

The Legislative Clerk is responsible for providing administrative support to the Legislative Administrator, CAO, Mayor, Town Council and Senior Management Team. The responsibilities of this role are performed in a high-profile atmosphere in all aspects of the CAO's office, to ensure efficient and productive operations in a professional and confidential manner.

This employee is a respected member of an effective working team, dedicated to maintaining and improving our community, and as such, they serve the public with courtesy and respect.

As an employee this person shall establish and maintain a good working relationship with all departments. Sound judgement and discretion must be used when responding to inquiries regarding classified and confidential information.

DUTIES & RESPONSIBILITIES

- Prepares minutes of all Council, Legislative Committee and Special Council Meetings.
- Attends Council and Legislative Committee Meetings as the alternate, as required.
- Completes training to be an Assessment Review Board Clerk.
- Completes FOIP training to assist FOIP Coordinator, when required.
- Picks up mail daily, distributes mail to the appropriate departments, processes outgoing mail and maintains postage machine.
- Handles citizen inquiries and complaints on a "first on phone" basis, and/or directs inquiries to appropriate departments.
- Assists in coordinating the CAO, Mayor & Councillors' schedule including arranging meetings and appointments, when necessary.
- Manages all travel and accommodation reservations for Mayor, Council and Senior Management Team, as required.
- Maintains the Council Chambers supplies and places meal orders for Council, when required
- Order and maintains administrative office supplies.
- Submits work orders to Facilities department and arranges for maintenance/repair work, as required.
- Performs administrative support services for the CAO, Mayor, Council, as required.
- Maintains up-to-date databases for legislative documents.
- Responsible for maintaining records management program.
- Assists the Legislative Administrator with elections and census preparation and duties.
- Actively participates in the Town of Vegreville Safety Program.
- Assumes other administrative responsibilities for related duties as required or assigned.

QUALIFICATIONS & KEY COMPETENCIES

- Grade 12 diploma plus post-secondary training from a recognized institution in office administration, business administration or legal assistant. Equivalent combination of education and experience will be considered.
- Records and Information Management Certification training, or equivalent is an asset.
- Demonstrated ability to manage all tasks and meet deadlines consistently.

QUALIFICATIONS & KEY COMPETENCIES (continued)

- Strong demonstrated interpersonal, verbal and written communication skills.
- Demonstrate political acumen.
- Ability to work independently and in a team environment, while maintaining a positive and supportive approach.
- A high degree of personal initiative with good planning and organizational skills, as well as the ability to portray a high degree of integrity and professionalism.
- Municipal government experience is an asset.

WORKING CONDITIONS

- Hours of work shall be 8:00 am to 4:30 pm and includes a 1-hour (unpaid) period for lunch and two 15-minute (paid) breaks, plus allow participation in the Earned Day Off program.
- The physical environment requires the employee to work indoors in a climate-controlled environment.
- May be requested to work overtime and weekends as needed.

Application deadline is Thursday, February 19, 2025 at Noon. To apply, email your resume and cover letter to employment@vegreville.com.

Thank you to all that apply. Only those selected for an interview will be contacted.