

Employment Opportunity



Director, Legislative Services / Development Officer

The Opportunity:

We are recruiting a Director, Legislative Services / Development Officer who reports to the Chief Administrative Officer (CAO). The Director, Legislative Services, performs a variety of functions, which include handling sensitive political issues and public concerns, researching and compiling information, arranging meetings and appointments, and maintaining office administration and records management. Duties involve preparation of agenda packages, recording minutes of council meetings, and dealing with municipal bylaws, policies, and procedures. In addition, the Development Officer assists developers, ratepayers, and the public in their development, subdivision and rezoning applications including appropriate inspections and enforcement.

The position requires the incumbent to:

- possess knowledge of provincial and municipal legislation such as the Municipal Government Act;
- have demonstrated proficiency and reliability in planning, organizing and carrying out multi-task projects;
- have highly developed interpersonal, verbal and written communication skills; and
- display a high degree of confidentiality, professionalism, diplomacy and accuracy.

The Ideal Candidate:

Preference will be given to the individual who has:

- a post-secondary degree or diploma in public administration or business or an equivalent combination of experience and education;
- attained or is working towards a certificate in Applied Land Use Planning (ALUP); and
- a minimum 4 years working experience, with preference given to individuals with municipal experience.

This is a permanent full-time position, based on 35 hours per week. The MD offers a competitive compensation and benefit package. Attendance at evening meetings can be expected. ***Please note that the successful candidate will be required to undergo a criminal records check.***

Deadline to apply for this position is 4:30 pm, Thursday, October 22, 2020. If this opportunity is of interest to you, please submit your resumé and a cover letter to:

Human Resources

Municipal District of Fairview No. 136

10957 – 91 Avenue

PO Box 189, Fairview, AB. T0H 1L0

Email: hr@mdfairview.ab.ca | Fax: 780.835.3131

We thank all applicants in advance, but only those applicants chosen for interviews will be contacted.