

Legislative Clerk (Full Time – Permanent)



Are you highly organized? Do you thrive under strict deadlines? Do you have a strong attention detail? Do you enjoy working with a variety of people and assisting the public? If the answers are "Yes" Vulcan County has the perfect opportunity for you as a Legislative Clerk.

Responsibilities include (but not limited to):

- Prepare agenda packages for County Council meetings, Municipal Planning Commission meetings and other County Committee meetings.
- Act as recording secretary for various meetings (including evening meetings).
- Provide coverage for front desk reception (required to process payments and assist the public);
- Assist with Protection of Privacy and Access to Information program implementation and management;
- Assist with County Communications when necessary (including website, social media, and e-news);
- Coordinates and/or assists with Special Events, Special Visits and Special Meetings of Council;
- Assist with Municipal Elections and Census.
- Manage the administration of County Land including grazing leases and surface leases.
- Assists with contract management.

Qualifications:

- Post-secondary training related to office/ business administration;
- Preferred experience in a municipal or other government office environment; or a private sector office environment with similar duties;
- High motivation and initiative for taking on new challenges;
- Ability to multi-task with a high degree of accuracy and flexibility to deal with interruptions;
- Excellent verbal and written communication skills.

Vulcan County offers competitive pay and benefits, including pension and an Employee Assistance Program.

Wage starts at \$33.68/hr

Forward your resume to:

Lansey Middleton
Manager of Legislative Services
Email: ea@vulcancounty.ab.ca

Closing Date: Monday, July 28, 2025 (4:30 pm)



JOB DESCRIPTION

LEGISLATIVE CLERK

SUPERVISOR: Manager of Legislative Services

Approved: June 10, 2025

1. Purpose of Position

- 1.1. The Legislative Clerk is responsible for providing administrative support to Legislative Services (including the CAO and Council) and to other County departments and will perform a wide variety of clerical and administrative duties associated with this position.

2. Organization Structure

- 2.1. This position reports to the Manager of Legislative Services.
- 2.2. This is a full-time position.

3. Position Responsibilities (not listed by priority):

- 3.1. Prepare agenda packages for County Council, Public Hearings, Municipal Planning Commission (MPC), Agriculture Service Board (ASB), and Vulcan District Waste Commission (VDWC) meetings.
- 3.2. Act as recording secretary for MPC, ASB and VDWC meetings and prepare minutes accordingly.
- 3.3. Assist with Regional Communications Meetings.
- 3.4. Assist with Emergency Management Advisory Committee Meetings.
- 3.5. Maintain the County's bylaw index and official filing of bylaws.
- 3.6. Maintain the County's surface lease reports, payments and recovered compensation applications.
- 3.7. Maintain the County's grazing lease agreements and assist Agricultural Services with lease inquiries.
- 3.8. Act as the assistant to the FOIP Coordinator and work on the implementation and control of a privacy management program for Vulcan County.
- 3.9. Manage County contracts and agreements as necessary.
- 3.10. Assist with County communications as required, including but not limited to, content creation, posting to the website, social media, and e-notifications, and providing backup to the Municipal Assistant.

- 3.11. Be responsible for front desk reception coverage when required (in conjunction with Corporate Services).
- 3.12. Provide coverage for the Manager of Legislative Services and the Municipal Assistant when required.
- 3.13. Perform filing duties and assist with records management for Legislative Services.
- 3.14. Assist with Special Events, Special Visits and Special Meetings of Council.
- 3.15. Act as Deputy Returning Officer for Municipal Elections and assist the Returning Officer with election preparation and candidate inquiries.
- 3.16. Assist with census as required.

4. **General Duties and Responsibilities**

- 4.1. Establish and maintain cooperative relationships with representatives of the County, employee, and public interest groups.
- 4.2. Is often present when sensitive and confidential items are discussed and handles confidential correspondence and documents. This requires a particularly high degree of trust, and the individual is required to strictly adhere to confidentiality rules and conduct themselves accordingly.
- 4.3. Ensure that the Occupational Health and Safety program of the County is adhered to, and that all personal protective equipment (PPE) issued is in good repair and utilized as intended;
- 4.4. All employees are expected to follow all current policies and bylaws as set by Vulcan County Council; it is the responsibility of the Employee to ensure they have knowledge of the policies and bylaws of Vulcan County.
- 4.5. In the event of a municipal emergency or the declaration of a state of emergency this position shall be considered as a resource which may be called upon by the Director of Emergency Management (DEM)

5. **General Qualifications**

The candidate should have:

- 5.1. Completion of post-secondary training related to office/ business administration.
- 5.2. Two (2) years' experience in a municipal or other government office environment, or a private sector office environment with similar duties.

5.3. A basic understanding of the services provided by Vulcan County.

6. **Required Qualifications**

The candidate must have:

- 6.1. High School diploma or equivalent.
- 6.2. Knowledge of General Office Operations, including records management principles, filing, and superior organization skills.
- 6.3. Advanced computer skills with proficiency in Microsoft Suite, specifically Word, Excel, Power Point, Outlook and with Adobe/PDF and the Internet.
- 6.4. Excellent time management and interpersonal skills, highlighted by the ability to work independently and in a team.
- 6.5. Excellent verbal and written communication skills.
- 6.6. Ability to multi-task with a high degree of accuracy and flexibility to deal with interruptions.
- 6.7. Ability to deal courteously and effectively with co-workers, members of the public and ratepayers.
- 6.8. High motivation and initiative for taking on new challenges.
- 6.9. Be trained in Emergency Management to an ICS 300 level within the first 18 months of employment.
- 6.10. This position will require periodic travel for, and on behalf of, Vulcan County and a valid driver's licence is a requirement for the position. The incumbent must have a VALID Class 5 Alberta Operators License or be able to transfer their current driver's license for an Alberta Operators License within six (6) weeks of employment. There must be no more than seven (7) demerits on the license at the time of the offer of employment and throughout employment in this position.
- 6.11. This position is a position of trust and must be bondable.

APPROVAL



Chief Administrative Officer

June 10, 2025

Date