

EMPLOYMENT OPPORTUNITY WOODLANDS COUNTY



Legislative Services Assistant - Competition No: 2026-16

Reporting to the Legislative Services Manager, this position is responsible to support the Woodlands County (the County) governance process by ensuring that council meetings, bylaws, records, minutes, and legislative procedures are administered accurately. This role further supports the Manager with other functions including privacy related matters, policies and procedures, and records management. This position includes the possibility of a hybrid work environment including work from home.

Functional Responsibilities

- Provide confidential administrative support to the Legislative Services Manager and departmental leadership.
- Coordinate the CAO, Reeve and Councillor appointments, meetings conference attendance, including calendar management, invitations, ticket distribution, travel/itinerary booking, and related purchases.
- Assist in the preparation, formatting, and distribution of agendas, minutes, reports, and by-laws for Council and Council Committee meetings in compliance with municipal protocols and applicable legislation.
- Monitor Council and Council Committee resolutions for follow-up and implementation. Accurately manage Council Committees' registry, members-at-large appointments, including advertising positions, and act as a liaison with boards, as necessary.
- Support the coordination of municipal elections in accordance with the governing legislation.
- Maintain confidential records and legislative documents in accordance with established retention schedules.
- Liaise with elected officials, municipal staff, and members of the public with a high degree of tact and professionalism.
- Support procedural compliance and provide guidance on meeting rules and protocols.
- Assist with special projects including policy research, training, and public engagement initiatives related to governance and transparency.
- Act as a program administrator for ICompass, ensuring accurate and timely records and follow ups. Supports staff with training and procedures assistance.
- Responsible for ensuring Council Chambers maintains cleanliness and sufficient supply inventory.
- Coordinate the Reeve, CAO, Director of Finance & Business Supports, and Legislative Services Manager, expense reconciliation and expense reports.
- Responsible for the corporate seal to ensure it is used for intended purposes only.
- Administer Commissioners for Oaths for the municipality and requests from the public.
- Perform other related duties and/or special projects as may be requested by the Legislative Services Manager related to job duties.
- Adhere to the County's confidentiality requirements, including the appropriate use of information and maintaining the security of all acquired information relating to employees, businesses, and/or residents of Woodlands County.
- Maintain knowledge of and comply with relevant legislation, policies, and procedures, while continually seeking learning opportunities to enhance knowledge in relevant fields of work.
- Participate, in good faith and to the best of their ability, in all training and development programs, as assigned by Woodlands County.

POSITION TYPE

Full-time
Permanent

HOURS OF WORK

Monday to Friday
8:15 am – 4:30 pm

SALARY RANGE

\$57,400 to \$74,893 annually

COMPETITION CLOSE DATE

Until suitable candidate is selected

HOW TO APPLY

Submit your cover letter and resume email to:
hr@woodlands.ab.ca

Please reference the competition number.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

ABOUT OUR MUNICIPALITY

Woodlands County is a rural municipality approximately 150 kilometers northwest of Edmonton, with an area of 7,668 square kilometers. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 5,250 people, Woodlands County is a thriving natural playground, welcoming families, businesses, and tourists alike to experience and enjoy all there is to offer.

CONTACT US

P: 1-888-870-6315 | E: hr@woodlands.ab.ca | PO Box 60, 1 Woodlands Lane, Whitecourt, AB T7S 1N3

Qualification Requirements

- Certification in office administration, public administration or a related field.
- Previous experience with Council, Boards, and Committees would be considered an asset.
- Strong understanding of municipal legislation, including the Municipal Government Act, Access to Information Act, Protection of Privacy Act and the Local Authorities Elections Act.
- Ability to work independently and collaboratively in a fast-paced environment with changing priorities.
- Proficiency in Microsoft Office applications. Familiarity with agenda management software such as eSCRIBE or ICompass would be considered an asset.
- Strong organizational and time management skills with attention to detail and accuracy.
- Excellent written and verbal communication skills with focus on clarity, accuracy, and professionalism.
- Possess a valid Class 5 Drivers License.
- Must obtain Incident Command System (ICS) 200 certification within two (2) years of hire.

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