

Municipal Accountability Advisor

Program Services 4

Alberta Municipal Affairs, Edmonton. Municipal Affairs' mission is to help ensure Albertans are served by enduring collaborative and accountable local governments and to live in strong, safe and viable communities. Our core businesses support municipalities and their communities. To learn more about Municipal Affairs please visit: <http://www.municipalaffairs.alberta.ca/index.cfm>

The Municipal Services and Legislation (MSL) Division supports municipalities in meeting their mandate to provide accountable and effective local governance to residents of Alberta. The division achieves this objective through the work of three distinct but connected teams; the Strategic Policy and Planning Branch, the Municipal Capacity and Sustainability Branch and the Strategic Planning & Integration Branch, and the Special Areas Board. To find out more information regarding Municipal Services and Legislation, please visit: <http://www.municipalaffairs.alberta.ca>

Do you want to use your experience and knowledge to build capacity in local government? Are you seeking an opportunity to provide leadership, coordination, facilitation and knowledge/skill transfers to internal teams and external clients involved with the conduct and continuous improvement of municipal governance and administration in Alberta? If so, the Municipal Capacity and Sustainability Branch has a great opportunity for you as Municipal Accountability Advisor.

Reporting to the Manager, Municipal Accountability, you will be a member of an advisory team with key day to day contact with the public, municipal administrators and councillors and other departments and associations.

Responsibilities will include:

- delivering department activities and processes that assess and support municipal compliance with legislation in their administrative and governance processes and procedures
- evaluating process for the review and enhancement of municipal operations across the province and ensuring municipalities are offered appropriate support and resources to attain legislative compliance
- drawing upon in-depth working knowledge and understanding of the Municipal Government Act to provide advice and information to elected and appointed municipal officials and to the public.

As a Municipal Accountability Advisor, you will use your understanding of municipal legislation and administration and your excellent communication skills to listen, write, provide verbal advice, or make presentations on complex matters that will require a thorough understanding of municipal operations and the associated challenges. You will use your interpersonal and team skills to collaborate with other advisors, department staff, departments, associations, contractors, or agencies to develop and deliver municipal capacity building initiatives. Your ability to conduct background research and analyze information applying principles of procedural fairness will support your work, and your awareness of the municipal and provincial government environment will ensure that your responses are relevant and well-informed.

This position will require you to utilize the following competencies:

- **Drive for Results:** You know what outcomes are important and maximizing resources to achieve results that are aligned with the goals of the organization, while maintaining accountability to each other and external stakeholders

- **Systems Thinking:** You understand that the work done within the APS is part of a larger integrated and inter-related environment. It is important to know that work done in one part of the APS impacts a variety of other groups/projects inside and outside the APS. Systems thinking allow us to keep broader impacts and connections in mind.
- **Creative Problem Solving:** You have the ability to assess options and implications in new ways to achieve outcomes and solutions.
- **Agility:** you have the ability to anticipate, assess and readily adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment.
- **Build Collaborative Environments:** You lead and contribute to the conditions and environments that allow people to work collaboratively and productively to achieve outcomes.

Are you up for a challenge? Apply now!

Salary: \$2,775.64 - \$3,638.48 bi-weekly. Closing Date: February 10, 2019. Job ID #1053247

Qualifications:

Please note only applications with cover letters will be considered. University graduation in a related field (such as public administration, planning, business administration, political science) plus minimum of 4 years progressively responsible related experience in a municipal government is required. In-depth application of provincial legislation applicable to municipalities such as the Municipal Government Act and the Local Authorities Election Act. Experience working with compliance program reviews, legislative compliance reviews and municipal corporate reviews will be considered. Working knowledge of Microsoft Office is also required.

Certification in Local Government or equivalent or the National Advanced Certificate in Local Authority Administration (NACLAA) is an asset. Previous municipal government experience at a senior level is desirable. Demonstrated experience with research and stakeholder relations is preferred. Knowledge of investigative process and document verification is also an asset.

Equivalencies will be considered on the basis of 1 year education for 1 year of experience or 1 year of experience for 1 year of education.

Competencies

Competencies are the foundation for our talent management programs, including hiring decisions. We encourage you to find out more about the Alberta Public Service Competency Model by following the links below and have an in depth understanding of the competencies required for these opportunities by following the links below:

- <http://www.chr.alberta.ca/learning/apscompetencies/aps-competency-model.pdf>
- <http://www.chr.alberta.ca/learning/apscompetencies/apscomp-self-assessment-questionnaire.pdf>
- <http://www.chr.alberta.ca/APSCompetencies>
- It is essential to be prepared to demonstrate the required competencies throughout the recruitment process.

Notes

- A significant amount of travel is required within the province for this position.
- Shortlisted candidates will be required to complete a written exercise.

- This competition may be used to fill current and future vacancies, across the Government of Alberta, at the same or lower classification level.

What we offer:

- Comprehensive benefits plan: <http://www.psc.alberta.ca/employees/DocList122.cfm>
- Pension plan: <http://www.pspp.ca/>
- Leadership and mentorship programs
- Professional learning and development
- Positive workplace culture and work-life balance

Online applications are preferred via www.jobs.alberta.ca . If you require more information regarding this posting, please contact our office at 780-643-2996. Please address your cover letter and resume to Human Resources. Note: Please ensure your cover letter, resume, and any other related documents are submitted together as only one file can be uploaded. Applicants who apply online will be able to track the status of this competition.

If you are unable to apply online, please submit your cover letter, resume and other related documents, quoting the Job ID, to: Alberta Municipal Affairs, Human Resource Services, 18th floor, Commerce Place, 10155 - 102 Street, Edmonton, Alberta T5J 4L4. Fax: 780/422-0214.

It is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS) -

<http://work.alberta.ca/Immigration/international-qualifications-assessment-service.html>

It is recommended that applicants include the assessment certificate from IQAS or any other educational assessment service as part of their application.

We thank all candidates for their interest. All applications will be reviewed to determine which candidates' education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted.

www.jobs.alberta.ca