



TOWN of NANTON
P.O. Box 609
Nanton, Alberta T0L 1R0
www.nanton.ca

POSITION TITLE: Legislative Services & Communications Coordinator
CLASSIFICATION: “Other Department Head” – Non-Union Personnel Policy
REPORTS TO: Chief Administrative Officer or designate
DETAILS: Salary starting at \$60,000 per annum

Position Summary:

This position is responsible for providing support to the Chief Administrative Officer on a regular basis, acting as confidential secretary to that office.

The position has two principle focuses:

- Legislative duties such as minute taking, agenda preparations, communications, research, bylaw and policy/procedure preparation, records management and front counter duties.
- Communications lead around statutory notices, public participation information, website content management and social media.

The position requires communications responsibilities to ensure clear interaction between the Town of Nanton and its stakeholders on different levels, understanding the distinction between the Town as a corporate entity providing services and marketing/ promotion of the community generally.

It requires a high degree of excellence in interacting with and providing services to department heads, elected officials and the general public.

Duties and Expectations:

The following is not an all-inclusive listing of work requirements:

Legislative:

- Leads the preparation of agendas, reports and agenda packages for Council and Committee meetings.
- Preparation of Council Chambers for meetings.
- Leads or assists the drafting of minutes, completing the necessary correspondence and reports and after-Council debrief and task management.
- Leads or assists with municipal filing and records management program and associated practices, including digitization of files to effectively manage data, including cemetery database.
- Assists with and drafting and review of Lease Agreements, Bylaws and Policies for the Town.
- Administer Public Asset Donation program intakes and coordinate with Recreation staff for installations.
- Assume role of Returning Officer and co-ordinate the administration of municipal elections in accordance with the Local Authorities Election Act and the Municipal Government Act.

- General correspondence for CAO.
- Program, Course, Conference registrations for Council and CAO.
- Responsible for daily receipt and distribution of all mail.

Communications:

- Leads or supports electronic meeting function when required, particularly for livestream broadcasts and public hearings.
- Administer the Town of Nanton Communications Plan and Communications Policy and Procedure where necessary.
- Maintain a media contact list.
- Support media relations including media releases, organizing media events, preparing media briefs.
- Responsible for maintenance and update of Town of Nanton website and social media in coordination with other staff.
- Maintain appropriate use of the Town of Nanton corporate heraldry emblem and community brand.

Public Relations/Customer Service:

- Develop and create newsletters, brochures, reports, etc. for public information.
- Support Council and departments in development of in-house publications, powerpoint presentations and information sessions.
- Obtain promotional materials and community events information for general inquiries in concert with other managers and supervisors.
- Assist customer services in front counter support and incoming phone/email/mail inquiries to re-direct to appropriate departments, if required.

CORE KNOWLEDGE

SKILLS AND ABILITIES:

- Experience or knowledge within a municipal or other public sector environment where agendas, minutes and online publication of same are essential.
- Extensive knowledge of office practices and procedures
- Knowledge and experience in website maintenance and development, internet, municipal software, multi-media and related software, computer desktop software and techniques.
- Proficiency in understanding and using computer software programs as well as data entry, record keeping and systems maintenance.
- Social media capabilities or experience.
- Effective interpersonal skills in dealing with other staff members, public, businesses, Council and officials in other organizations under all types of conditions. Maintain a positive and supportive approach.
- Must work well with the public in person, telephone or mail.
- Ability to foster and maintain a positive team environment, share work expertise and knowledge and support, train and develop other staff as needed.
- Ability to handle multiple priorities effectively and meet deadlines.
- Attention to detail, good communication skills, ability to work without close supervision.
- Continuing up-to-date knowledge, personal education and development in all aspects of municipal governance, and organizational development.
- Maintenance of confidentiality at all times.

OTHER CONSIDERATIONS:

- Experience in Marketing and Communications an asset
- Experience with computer graphics software an asset
- Must have experience with computers programs, in particular Microsoft Office programs and knowledge and ability in website maintenance.
- Willingness to work toward Certified Municipal Clerk designation would be an asset, but is not mandatory.
- An equivalent combination of education and experience may be considered.
- Must be cleared by a Canadian Police Information Centre (CPIC) Security Check