



## **Town of Nanton Employment Opportunity**

### **Legislative Services and Communications Coordinator FULL TIME OPPORTUNITY (NON-UNION)**

We're searching for a new team member! The Town of Nanton has created a new position to support succession in the Legislative Services department and strengthen municipal communications.

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.

### **WHAT KIND OF PERSON ARE WE LOOKING FOR?**

*This is an ideal opportunity for a suitably experienced and motivated person from the local Nanton area or from a commutable location in the broader region.*

Experience in the following areas would definitely be priority assets:

- Public sector processes around agendas, minutes, online publication and confidentiality (ideally municipal)
- Knowledge of typical website maintenance and update processes
- Good aptitude with computers and A/V systems
- Strong interpersonal and customer service experience.
- Report and policy development; interest or experience in bylaw drafting.
- Experience in or a willingness to learn how to post with social media.

The Town of Nanton offers competitive compensation and benefits that includes a pension plan as well as extended health and dental coverage.

A flexible work schedule can be negotiated for the right candidate.

Salary under the non-union personnel policy starts at \$60,000 per annum, but may be negotiable dependent upon qualifications and experience within the salary step grid.

Submit a written application to the Manager of Legislative Services, Town of Nanton, Box 609, Nanton, AB T0L 1R0, or by email [clerk@nanton.ca](mailto:clerk@nanton.ca), on or before **October 6<sup>th</sup> 2023**. A full and detailed job description can be obtained from same.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.