



TOWN OF REDCLIFF POSITION DESCRIPTION

Title: Legislation and Development Clerk

Pay Grid: Clerk 3

Position Requirements:

- Certificate or enrolled in a program associated to related field
- Minimum of 2 years' experience in a position related field
- Well-developed organization and interpersonal communication skills
- Ability to work independently with minimal supervision
- Ability to plan, prioritize and manage workload including the ability to tolerate frequent interruptions and still meet deadlines
- Professional customer service skills
- Strong prioritizing and multi-tasking skills
- Knowledge of procedures and regulations related to position
- Ability to control and balance various records and summaries related to the position
- Ability to make decisions in accordance with established procedures and policies
- Advanced skill level with Microsoft Office Products
- Ability to work independently and as a part of a highly efficient team.
- Ability to comply with Town policies, procedures, and bylaws.
- Ability to ensure all work-related information is kept confidential as per policy and in accordance with the Freedom of Information and Protection of Privacy Act
- Ability to deal with the public with professionalism, diplomacy, and tact
- Ability to understand and execute written and oral instructions
- Strong prioritizing and multi-tasking skills
- Acceptable criminal records check in accordance with Policy 55.

Relationships and Contacts:

Supervisor: Director of Legislation and Development

Subordinate: N/A

Responsibilities:

- Provide administrative and clerical support to the Legislation and Development department that includes processing correspondence, invoices, purchase orders, filing, mail and responding to various inquiries.
- Creating, editing, and deleting engaging content for areas of responsibility, and as requested from other departments, through various communication mediums including social media, Town websites, public meetings, and various forums. This includes knowing what should be advertised, when, and on which platform (Facebook, Instagram, Town website, electronic sign).



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- Assisting with planning, developing, and promoting a variety of social, recreational, and cultural opportunities, programs, projects, and events for the community. E.g. community program and event guide, Redcliff report, community garden, meals on wheels, home cleaning programs, etc.
- Fielding community services inquiries and either directly assisting the customer or redirecting them to the correct person.
- Utilizing Rec Desk to set up programs, register clients into programs, book facilities, etc.
- Posting of department related updates on the Town's website.
- Assists with the Freedom of Information and Protection of Privacy (FOIP) inquiries and preparation of responses.
- Fulfills the role of alternate clerk for the Subdivision and Development Appeal Board and Assessment Review Board hearings.
- Assists with and arranges for various advertising.
- Maintain the records and files of the department.
- Assists with the Town's competition procedure, including serving as a Competition Officer.
- Assists in the processing of Land Use Bylaw amendment applications, land sales, lease agreements, encroachment permit applications, and discharge of caveats.
- Assists in the receiving and processing of Development and Safety Code permits.
- Researches and assists in preparation of reports and documentation related to various legislation development and planning matters of the department.
- Assists in the preparation of meeting agenda packages, as required.
- Assists and/or prepares minutes of various meetings, as required.
- Performs other related and assigned tasks as required.

Approved: 
Municipal Manager

Approved/Revision Date: January 26, 2024