

Legislative Services & RSIT Coordinator



COMPETITION NO.	POSITIONS AVAILABLE	HOURS PER WEEK	LOCATION
LSRSIT-2026-ADM	1 (Full-Time)	40 hours	Raymond & ID9, AB
ANNUAL SALARY	BENEFITS	POSTING DATE	DEADLINE TO APPLY
TBD based on experience	Eligible	July 07, 2026	July 21, 2026

ABOUT THE POSITION

The Legislative Services & RSIT Coordinator provides confidential administrative and legislative support to the Chief Administrative Officers (CAOs) of the Town of Raymond and Improvement District 9 (ID9). This position plays a key role in coordinating legislative processes, supporting Council and committee proceedings, and strengthening communication between the municipalities and their stakeholders.

Success in this role requires strong organizational and communication skills, sound judgment, and the ability to build positive working relationships with Council, department heads, external stakeholders, and the public, all while handling confidential information with discretion.

KEY RESPONSIBILITIES

- Coordinates Council, Committee, Board, and public hearing meetings, including agendas, meeting materials, Bylaw preparation, and minute-taking.
- Provides legislative support ensuring proceedings comply with the Municipal Government Act, the Town's Procedure Bylaw, and other applicable legislation.
- Supports the development, review, and implementation of bylaws, administrative policies, and procedures.
- Coordinates and administers municipal elections in accordance with the Local Authorities Election Act.
- Supports the Access to Information (ATI) Coordinator with legislative compliance and risk mitigation.
- Assists with internal and public-facing communications, including reports, presentations, and public information sessions.
- Provides front-counter administrative support, responding to public inquiries by phone, email, and in person.
- Leads or supports special projects and other duties as assigned.

WHAT WE'RE LOOKING FOR

Required

- Post-secondary education in public administration, political science, policy studies, or a related field.
- Previous municipal administration experience.
- Strong writing skills — composing, editing, and proofreading.
- Proficiency with the MS Office suite and Adobe.
- Excellent prioritization and time management skills.
- Must be cleared by a Canadian Police Information Centre (CPIC) and Vulnerable Sector security check.

Preferred

- Experience managing a municipal election.
- Access to Information education or experience.
- A specialized designation (e.g., Municipal Clerk, Local Government Manager, Local Authority Administration, Public Relations).
- Working knowledge of the Municipal Government Act and Local Authorities Election Act.

HOW TO APPLY

Please submit your cover letter and resume in one file by **July 21, 2026** to recruiting@raymond.ca.

We thank all applicants for their interest in the Town of Raymond; however, only those selected for an interview will be contacted.