

Legislative & Corporate Records Officer

Job Description

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| Reports to: | Legislative Affairs Manager |
| Division: | Community Safety & Organizational Excellence |
| Business Centre: | Legislative Affairs |
| Date Updated: | 2025 |

Job Scope: Under the leadership of the Legislative Affairs Manager, Legislative and Corporate Records Officers are responsible for the full range of the Legislative Affairs functions. This position serves as the primary expert in legislative processes, records management, Access to Information Act (ATIA) and Protection of Privacy Act (POPA) administration within the organization. This role is expected to have broad knowledge and be responsible for ensuring compliance with relevant legislation. Officers will be expected to contribute to both the legislative and information management spheres of our Town's governance.

Key responsibilities of the job are as follow:

1. General responsibilities:

- Officers are expected to provide proactive and emergent legislative and records management recommendations and advisory support. This may include providing advice and guidance to the organization, Council and committees with respect to legislation (e.g. MGA, ATIA and POPA, etc.), conducting research, vital records management for legislative processes, including the corporate Policy Manual, Bylaws and Minutes;
- The job is diverse and complex due to multifaceted duties, information management responsibilities, legislative compliance, tight timelines, confidentiality requirements, and collaboration with various stakeholders;
- Oversee the administration of ATIA and POPA requests, and act as the ATIA and POPA Coordinator to guide the organization in privacy compliance and best practices;
- Coordinate, maintain, and update the Corporate Records Management System (CRMS) in compliance with legislative and organizational requirements;
- Administration of the electronic document and file management database systems that comply with Town policies, ensure document accuracy, retrieval, and secure storage;
- Attend and record Council meetings, prepare agendas, minutes, and track bylaw updates and amendments;
- Support business centres through training for legislative processes and records management systems;
- Perform routine contract administration, process invoices, and oversee external records consultants/contractors;
- Provide general support for projects, participate in policy improvement initiatives, and maintain a high level of confidentiality and discretion;
- Provide general support for census and election projects/assignments.

2. Other responsibilities:

- Participate in ad hoc legislative, corporate records or cross functional projects;

- Document and track citizen inquiries;
- Provide back up to Legislative Affairs team members as required;
- Ensure compliance with OH&S, Town Standards and Administrative Guidelines; and
- Projects & initiatives as assigned.
- This role requires self-motivation, attention to detail, and the ability to operate effectively in high-pressure situations;
- Ability to regularly work during evening hours and other off-peak times as needed.

Qualifications and required skills:

- **Education:** Equivalent to completion of a diploma training program at a College or Technical school. It requires an ability to understand, utilize and communicate specialized information in speech and written text. This specialized training is often formalized and recognized by a diploma or certification in Local Government Administration, Records Management, or a related field from a recognized institution such as NACLAA, ARMA, AIIM, IIAP.
- **Certifications:** Commissioner for Oaths certification required.
- **Experience:** 3 or more years related work experience representing continuous learning and career progression.
- Proficient with Microsoft Office Suite and position relevant software.
- **Skills:**
 - Ability to manage sensitive information with discretion while ensuring accuracy and compliance in record-keeping.
 - Strong verbal and written communication skills to interact effectively with stakeholders, colleagues, and external partners.
 - Exceptional attention to detail and organizational ability to manage large volumes of records, resolve discrepancies, and ensure efficient document retrieval.