

TOWN OF OKOTOKS – JOB DESCRIPTION OVERVIEW

JOB TITLE: REPORTS TO: DIVISION: SUB-DIVISION: BUSINESS CENTRE: DATE COMPLETED:	Legislative and Corporate Records Officer Legislative Affairs Manager Community Safety & Organizational Excellence People, Policy & Technology Legislative Affairs November 2024
JOB SUMMARY: <i>Provide up to four sentences describing the jobs core purpose.</i>	
<p>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, and/or Freedom of Information and Protection of Privacy (FOIP) administration within the organization. This role is expected to have broad knowledge and be responsible for ensuring compliance with relevant legislation. Officers will be assigned as subject matter experts for one or more Legislative and/or Corporate Records subject areas.</p>	
KEY RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Legislative and Corporate Records Advisory Services – 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 corporation with respect to municipal legislation (MGA, LAEA and FOIP) and requirements, conducting research to support legislative services, records management and FOIP compliance, and coordinating, maintaining and updating the corporate records management system, including the corporate Policy Manual, Bylaws and Minutes. • Records Management and Document Management - Oversee the administration of FOIP requests, act as the FOIP 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. • Internal Business Centre and Council Support - 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. 	
Other Responsibilities: <ul style="list-style-type: none"> • 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; • Conduct all activities according to OH&S and Town standards; • Act as subject matter expert in one or more of the following: FOIP; Records Management; Council agenda processes; Escribe administration and training; and Clerk of Tribunal Boards as necessary. 	
EDUCATION: <i>Provide <u>minimum</u> formal education required (degree, diploma, trade, etc.)</i>	
<p>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. Commissioner for Oaths certification required.</p>	
EXPERIENCE: <i>Provide <u>minimum</u> related years and type of experience required.</i>	
<p>3 or more years related work experience representing continuous learning and career progression.</p>	
OTHER SKILLS & COMPETENCIES: <i>Provide other skills and competencies required.</i>	
<ul style="list-style-type: none"> • Highly developed communication and interpersonal skills • Problem solving and sound decision making • High level of confidentiality, discretion and tact • Adaptability/flexibility 	

- Attention to detail
- Customer focus/Customer experience orientation