



Rural Municipality of Lac du Bonnet

Job Title:	Legislative Services 3	Job Category:	Administration
Department/Group:	Municipal Office	Date of last revision:	May, 2022
Location:	RM of Lac du Bonnet	Travel Required:	
Level/Salary Range:		Position Type:	Full time
HR Contact:	DCAO, Deanne Duke FO – Administrative Supervisor	Date posted:	May 19, 2022
Will Train Applicant(s):		Posting Expires:	Until a suitable candidate is found
External posting URL:	N/A		
Internal posting URL:	N/A		
Applications Accepted By: CAO/DCAO			
Job Description			
JOB RESPONSIBILITIES			
CUSTOMER SERVICE			
<ul style="list-style-type: none">• Responds to in-person and telephone customer service inquiries regarding municipal issues, property and tax roll inquiries *secondary person*			
DIRECTORY/DOCUMENT MANAGEMENT			
<ul style="list-style-type: none">• Prepare agendas and meeting minutes for regular council meetings• Assist in the preparation of resolutions• Arrange meeting invitations as required• Manage booking of Council Chambers including set up of Council Chambers for meetings• Update Minutes, By-Law, and Policy Binders (ensure they are signed, sealed and filed appropriately) and scan to electronic filing system• Manage Council meeting action list, print resolutions, and forward to appropriate departments• Assist CAO in researching and drafting By-Laws and other legislation• Assist CAO/DCAO in researching for grants and available funding• Provide support at Council meetings for Facebook live streaming and meeting minutes, as needed• Act as backup FIPPA Coordinator to Deputy CAO• Prepare internal and external policies and ensure they are up to date• Schedule events, including hotel reservations• Order promo items when required• Assist with preparation of internal and external office correspondence• Review inter-jurisdictional shared service agreements for legislative and regulatory compliance• Manage the Service Tracker software program as it relates to By-Law enforcement including appeals and reports• Manage Manitoba Hydro Shorelands applications, permits and cottage associations• Prepare development agreements in conjunction with legal counsel			



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- Respond to inquiries regarding zoning and permitting
- Ensure all required notice/advertisement requirements are met for public hearings
- Note all approved variation orders and conditional use information in Muniware Share certified By-Law and resolution with the regional office
- If approved by the Minister's office, register the by-law with land titles

SUPPORT SERVICES

- Assist in other work / projects assigned by Deputy CAO or Supervisor
- Maintain an up- to-date operations desk manual

COMMUNICATION

- Required to immediately inform management of any concerns and discrepancies related to your position
- Maintain confidentiality & adhere to FIPPA protocols

TEAMWORK/TEAM BUILDING

- Work with all members of the RM team to develop a strong working relationship

SKILLS AND JOB KNOWLEDGE

1. EDUCATION REQUIREMENTS

- Certificate Manitoba Municipal Administration (preferred)
- Completion of a legislative drafting program (preferred)

2. JOB KNOWLEDGE

- 4 years office and customer service experience
- Knowledge of Microsoft office software Programs
- Knowledge of the application of federal and provincial legislation
- Demonstrate problem solving, judgement and decision-making skills
- High level of accuracy, organizational skills and reliability are required
- Good understanding of municipal operations would be considered an asset
- Strong understanding of municipal development plan and zoning by-law
- Engagement in personal development, team building, and respectful workplace practices

PREFERRED SKILLS

- Strong communication and interpersonal skills
- Monitoring Regulatory Compliance

ADDITIONAL NOTES

- Primary back up for Legislative Services 1 and 2
- Primary back up to Communications Director for social media



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Ng		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	