



Rural Municipality of Lac du Bonnet

Job Title:	Legislative Services 3	Job Category:	Administration
Department/Group:	Municipal Office	Date of last revision:	January 2023
Location:	RM of Lac du Bonnet	Travel Required:	No
Level/Salary Range:		Position Type:	Full time
HR Contact:	DCAO, Deanne Duke	Date posted:	February 8, 2023
Will Train Applicant(s):	Internal Training	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			
Responds to in-person and telephone customer service inquiries regarding municipal issues, property and tax roll inquiries, as required.			
DIRECTORY/DOCUMENT MANAGEMENT			
<ul style="list-style-type: none">• Develop internal and external policies and procedures in consultation with senior administration.• Maintain an efficient and current policy and By-Law tracking system.• Research for grants and funding opportunities; processing and managing applications.• Work with By-Law Enforcement regarding enforcement strategies ensuring compliance with municipal by-laws.• Manage the Service Tracker software program as it relates to By-Law enforcement including appeal hearings and reporting.• Assist with Asset Management as it relates to policies, mapping, and data collection, as required.• Manage all aspects of utilities such as water/wastewater billing, penalties, reporting, new customer setups, Public Utility Board rate applications and utility rate study administrative detail and researching projects.• Assist with preparation of internal and external office correspondence.• Assist CAO/DCAO in researching and drafting By-Laws and other legislation.• Assist CAO/DCAO in drafting agreements and preparing senior management internal and external office correspondence.• Manage Manitoba Hydro Shorelands applications, permits and cottage associations.• Prepare development agreements in conjunction with legal counsel.• 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 bv-law with land titles			



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SUPPORT SERVICES

- Act as backup FIPPA Coordinator to Deputy CAO.
- Act as backup to Legislative Clerk 2 with preparation of agendas, resolutions, and meeting minutes for council meetings.
- Assist in other work/projects assigned by CAO, Deputy CAO or Finance Officer.
- 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.

EDUCATION REQUIREMENTS & JOB KNOWLEDGE

- Certificate Manitoba Municipal Administration (preferred)
- Completion of a legislative drafting program (preferred)
- 4 years office and customer service experience.
- Knowledge of Microsoft office software Programs.
- Knowledge of the application of federal and provincial legislation.
- A good understanding of municipal operations would be considered an asset.
- Strong understanding of municipal development plan and zoning by-laws.

PREFERRED SKILLS

- A High level of accuracy, strong organizational skills and reliability are required.
- Demonstrated problem solving, judgement and decision-making skills.
- Engagement in personal development, team building, and respectful workplace practices.
- Strong communication and interpersonal skills.

ADDITIONAL NOTES

- Primary back up for Legislative Clerk 2 and Deputy CAO.

Reviewed By:	Deputy CAO	Date:	February 1, 2023
Approved By:	CAO	Date:	February 2, 2023
Last Updated By:	Deputy CAO	Date/Time:	February 1, 2023