**Municipal Election and Governance Advisor JOB ID 30304**

Reporting to the Manager, Municipal Advisory Services, the Municipal Election and Governance Advisor is a member of an advisory team of professionals that offer day-to-day “first contact” with the public, municipal administrators and councillors, and other government departments and municipal associations. The role also supports the ministry through the preparation of ministerial correspondence, briefing materials and subject matter expertise to advise the Minister, Deputy Minister, senior leadership and other internal stakeholders on emerging municipal issues.  
   
The Advisor serves as the unit's lead advisor on local government election legislation and procedures and utilizes this specialized legislative knowledge and policy/procedure expertise to support internal and external stakeholders in understanding and/or implementing the Local Authorities Election Act (LAEA).

The Advisor provides support to municipalities in the application and implementation of the LAEA during general elections and by-elections.

As a secondary focus, the Advisor strengthens the capacity and sustainability of Alberta municipalities, enhances municipal operational effectiveness and aids in building the level of understanding and confidence that Albertans have with the local government by providing advice and information on municipal government processes under the Municipal Government Act. The incumbent enhances municipal operational effectiveness and improves local decision-making by delivering training to elected and appointed municipal officials to effectively plan and govern according to the processes and procedures in provincial legislation and according to recognized effective municipal governance, management, and operational best practices.

 This position performs work in accordance with relevant government and ministry legislation, regulations, policies and guidelines and at times, travel is required to provide training or advisory visits.

This position also demands a high level of problem solving and creativity to determine the best course of action to produce optimal solutions, as well as independent research and the ability to define issues, identify implications and develop creative and appropriate solutions. Projects involved are usually diverse, dealing with strategically sensitive and complex issues and are directly related to the priorities and goals in the ministry business plan.

**Qualifications**

**Education and Experience:**

•    University graduation in public administration, or a related field  
•    4 years progressively responsible related experience  
•    Experience with the application of the Local Authorities Election Act and the Municipal Government Act  
•    Equivalent combination of related education and experience considered