**Job Title:** Manager Municipal Accountability  
**Job Requisition ID:** 63981  
**Ministry:** Municipal Affairs  
**Location:**Edmonton   
**Full or Part-Time:** Full Time  
**Hours of Work:**36.25 hours per week  
**Permanent/Temporary**: Permanent  
**Closing Date:** November 12, 2024  
**Salary:** ​$3,241.74 to $4,362.44 bi-weekly ($84,609 - $113,859 /year)

Reporting to the Director, Municipal Sustainability and Accountability, the Manager, Municipal Accountability provides leadership support to the day-to-day operations of the Municipal Accountability Program (MAP) team.

The position oversees legislated inspections of municipalities to assess levels of legislative compliance with mandatory provisions specifically focused on the Municipal Government Act, and other significant legislation within the jurisdiction of the Minister of Municipal Affairs such as the Local Authorities Election Act and Libraries Act, along with accompanying regulations.

The Manager is also responsible for the in-depth inspection and inquiry process from initiation to completion and any support or reporting tools for inspections.

The Manager, Municipal Accountability position supervises a team of four advisors and one analyst providing support, guidance, and coaching to enable the provision of effective and efficient client services.

**Qualifications**

**Required:**

University graduation in a field related to the position assignment (Public Administration, Law)) PLUS six (6) years progressively responsible experience or equivalent as described. Related experience or education may be considered as an equivalency on a one for one basis.  
  
**Equivalencies:** Directly related education or experience considered on the basis of:

1 year of education for 1 year of experience; or

1 year of experience for 1 year of education

The successful candidate **MUST** also have:

Experience with leading a team.

Responding to complex and sensitive issues.

Procurement practices and contract management.

Public speaking and other communication skills.

Good knowledge of law and principle of natural justice

Knowledge of municipal government trends emerging issues, and best practices.

Policy development and evaluation.

For more details on eligibility and how to apply, visit: <https://jobpostings.alberta.ca/job/Edmonton-Manager-Municipal-Accountability/586105517/>