

Clerk of the Legislative Assembly of Alberta

Legislative Assembly of Alberta. Lead our vision to respect tradition, exemplify service and promote innovation in providing supports and services to the Legislative Assembly on behalf of Albertans.

Under the direction and leadership of the Speaker, as the chief executive officer you will oversee the delivery of nonpartisan administrative and legal services to all Members of the Legislative Assembly, constituency offices, legislative committees and party caucuses. You will lead a highly skilled and diverse professional staff in the planning, management and delivery of communications, broadcast production, procedural and legal services, inter-parliamentary relations, library, visitor, security, financial, human resource and information technology and other services. Equally important, you will also serve as chief advisor on matters of legislative procedures, parliamentary privilege, and maintenance of all authoritative records of proceedings of the House and its committees.

This position requires a highly credible leader with extensive related executive management experience and a commitment to public service. Your diverse experience dealing with people, understanding of the parliamentary system and duties of Members, and reputation for impartiality and integrity will be key in this role. Adept in managing significant resources and building collaborative environments, you bring a proven ability to lead teams in complex and dynamic organizations. A strategic focus and experience managing high profile, complex issues with a history of exercising sound judgment are essential. Related post-secondary education, preferably in business, public administration, law, history or political science is desirable. The Clerk position offers an annual salary of \$213,476 - \$286,977 and a comprehensive benefits package. Final candidates will be required to undergo a security screening. **Closing Date: September 28, 2018.**

Job ID #1050868

Open Competition

The Legislative Assembly Office is committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported. For more information on diversity and inclusion, please visit: <https://www.alberta.ca/diversity-inclusion-policy.aspx>.

Visit www.jobs.alberta.ca for more information and to apply directly on-line, or fax your resume to Executive Search, Public Service Commission, Fax (780) 422-0468. When applying online, please submit your cover letter and resume as one file. Online applications will receive an automated confirmation. You will be contacted if you are selected for an interview. Our contact number is (780) 408-8460.