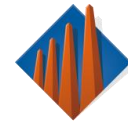


Position Posting

City Clerk **(1 Position Available)**



LLOYDMINSTER

Term of Employment:	Full-Time, Continuing
Rate of Pay:	Out-of-Scope, Management Band 2
Location:	City Hall
Duties:	<p>Reporting directly to the Executive Manager, Corporate Services, the City Clerk is responsible for the professional leadership, management, and supervision of the Legislated Services department. Additionally, pursuant to the Lloydminster Charter and other legislation, this position serves as a Designated Officer, Returning Officer for elections, and is the delegated Head of the Local Public Body for the purposes of the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP). The functional areas of the department include Municipal Governance, Legal/Contract Management, Records Management, Boards and Committee Administration, Insurance/Risk Management, Procurement, and Property Leasing.</p> <p>The City Clerk will work with the Executive Manager, Corporate Services to set the service delivery standards, strategic direction, operational requirements and customers needs of these functions. They will be responsible for the development and implementation and/or review of corresponding bylaws, policies, best practices, and procedures. They will provide a high level of coaching and training to staff to achieve objectives and operating requirements.</p> <p>In addition, the position will work as part of the Corporate Services leadership team to support other major corporate functions and provide business advisory services for the organization.</p> <p>Municipal Governance</p> <ul style="list-style-type: none">• Ensures the City is in compliance with the Lloydminster Charter and other legislation, including the following responsibilities:<ul style="list-style-type: none">○ Directs and oversees all aspects of Council and Council Committee meetings;○ Ensures the timely and accurate preparation and distribution of agendas, minutes, and records for City Council meetings;○ Ensures appropriate public notice is given;○ Ensures the official correspondence of Council is carried out;○ Ensures City Council is advised of its legislative responsibilities;○ Ensures the Council swearing in ceremony and orientation is carried out;○ Ensures appropriate correspondence with other levels of government in respect of legislation, including any statements, reports, or other information.• Serves as the Returning Officer for elections; directs and oversees the municipal and school board elections, by-elections, and plebiscites, as well as the municipal census.• Advises City Council, Administration, and the public on legislation and municipal governance.

Legal/Contract Management

- Serves as a Designated Officer of Council and signing authority for the City as custodian of the corporate seal.
- Ensures that all contracts and agreements are reviewed and seeks appropriate legal counsel; coordinates with legal counsel to address matters effectively and mitigate risk.
- Provides general advice and supports Administration by developing and implementing effective policies, guidelines, and procedures such as training sessions, contract templates, etc.
- Delegated Head of the Local Public Body for the purposes of the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP).
- Directs and oversees all formal requests under the LAFOIP Act.
- Ensures the City meets the privacy guidelines set out in the LAFOIP Act by monitoring legislation.

Records Management

- Ensures that official corporate records are maintained in accordance with legislation, including bylaws, Council minutes, and other records and documents by developing and implementing policies, guidelines, and procedures.

Boards and Committees Administration

- Directs and oversees the Assessment Review Board (ARB), Subdivision and Development Appeal Board (SDAB) and other boards/committees as assigned, including the appeal process to ensure compliance with legislation.
- Provides advice and recommendations in the establishment of boards and committees to ensure compliance with legislation.

Insurance/Risk Management

- Directs and oversees all of the City's insurance policies and renewal process.
- Ensures that claims are filed appropriately and represents the City in insurance claims that progress to legal matters.
- Evaluates the City's insurance needs and ensures appropriate insurance in place to mitigate risk.


Procurement

- Ensures the City's procurement is in compliance with legislation and trade agreements.
- Provides general advice and supports Administration by developing and implementing effective policies, guidelines, and procedures such as training sessions, procurement templates, etc.

Property Leasing

- Directs and oversees the City's lease agreements and licenses of occupation.
- Provides general advice and supports Administration by developing and implementing effective policies, guidelines, and procedures such as training sessions, lease agreement templates, etc.

	<p>Leadership and Supervision</p> <ul style="list-style-type: none"> • Manage performance of staff through coaching, mentoring, and performance reviews, while providing insightful, motivating and constructive feedback. • Encourages an environment which fosters respect and teamwork, while motivating employees to achieve team and City goals and objectives. • Ensures the team has the capacity and diversity to meet current and future needs of the City. • Creates a culture that values, supports, and reflects diversity, equity, and inclusion. • Ensures performance discussions are completed, maintaining two-way dialogues on work and results. • Liaison with senior leaders by responding to their needs in a timely manner. <p>Safety and Environment</p> <ul style="list-style-type: none"> • Ensures that all staff are participating and are actively using the City's safety policies, procedures and systems. <p>Budget Management and Administration</p> <ul style="list-style-type: none"> • Develop and oversee department operating and capital budget, in consultation with the team. • Monitors both revenues and expenditures against the budget to ensure compliance with the City's budget and Strategic Plan. • Understand the implications of financial decisions and impact on the department. • Monitors performance and seeks efficiencies to save costs or increase revenues. <p>Relationship Building</p> <ul style="list-style-type: none"> • Establishes and maintains effective working relationships with City Council, Administration, and external stakeholders. • Engage others to support corporate and department initiatives. • Build and maintain effective working relationships at the departmental, corporate, regional, and provincial level. <p>Other</p> <ul style="list-style-type: none"> • Other related duties as required.
Schedule:	Standard hours are Monday-Friday, with the occasional requirement to work outside these standard hours.
Qualifications:	<ul style="list-style-type: none"> • Completion of a four-year post-secondary degree in public administration, political sciences, legal studies, or business administration. • Minimum of 7 years of experience in Municipal Government Administration with 5 years of supervisory experience is required. • A combination of formal knowledge and experience may be considered. • Completion of the National Advanced Certificate in Local Authority Administration (NACLAA) and the Certified Local Government Manager designation would be considered an asset. • Completion of the Certified Municipal Clerk Designation would be considered an asset.

	<ul style="list-style-type: none"> • Thorough understanding and proven interpretation of municipal legislation (Lloydminster Charter, LAFOIP, Local Government Election Act, 2015 etc.) • Sound knowledge of municipal government administration, including parliamentary procedure, elections, tribunal administration, and general legal processes. • Demonstrated ability to establish and maintain effective working relationships with elected officials, municipal administration and external stakeholders. • Strong conflict management, problem solving, negotiation, relationship building and interpersonal skills; proven organization and analytical skills. • Must have a proven ability to create a working environment conducive to individual staff development, team achievement, productivity, and professionalism. • Strong communication and presentation skills, both written and verbal; the ability to speak clearly and concisely is essential. • Ability to maintain a high standard of ethics and confidentiality. • Strong computer skills in areas such as MS office. • A valid class 5 driver's license registered in AB or SK with an acceptable driver's abstract is required. This position may be required to operate a personal or municipal vehicle for business purposes.
Pre-Employment Requirements:	<ul style="list-style-type: none"> • Satisfactory Criminal Record Check • Successful applicant must provide proof of qualifications • Applicants with international education will be required to include an Academic Credential Assessment with application
Closing Date:	September 19, 2025
Posting Type:	Internal & External
Application Information:	<p>The City of Lloydminster is an equal opportunity employer. If you have questions or require further information on this position, please contact us. All applications must be sent to the Employee Relations team and received by the closing date.</p> <p><u>Kara Farrell</u> HR Generalist, Employee Relations City of Lloydminster 4420-50 Avenue Lloydminster AB/SK T9V 0W2 Phone: 780-875-6184 Internal Candidate Email: kfarrell@lloydminster.ca External Candidates: https://lloydminster.applytojob.com/apply</p>
Posted By:	 <hr/> Kylie Chupa Posting Date: 29-Aug-25