



The Rural Municipality of Meadow Lake No. 588

Box 668 – #203 Highway 4 Northwest, Meadow Lake SK S9X 1Y5

Phone: 306-236-5651 Fax: 306-236-3115

Email: rm588cao@sasktel.net

Legislative Services & Grants Coordinator

Position Summary

Reporting to the Director of Corporate Services and the C.A.O., the Legislative Services & Grants Coordinator oversees, directs and leads the effective provision of public and legislative services as prescribed within the Municipalities Act. Also, this position is responsible and oversees the entire grant retention and application program of the R.M.

Representative Duties

- Research various types of grants available and inform internal departments of possible opportunities
- Provide guidance and assistance in the interpretation of funding agency application guidelines, and project requirements
- Prepare and compile all components of each grant application submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements
- Develop and maintain databases and tracking systems for grant proposals, funding awards, and all subsequent procedures
- Coordinate the preparation of final written reports and presentations of the grant project
- Ensure all policy, bylaw, regulation, and act binders are up to date
- Maintain a master bylaw and policy registry (electronically and hard copy)
- Suggest improvements or required changes to policies and bylaws
- Maintain a contract and agreement registry (electronically and hard copy)
- Provide office support when needed
- Ensure reports to Council contain the necessary information and recommendations to facilitate Council's decision making and conforms to current policy, relevant statutes, bylaws and resolutions
- Assists in the management and controls of the annual business plan and budget, and takes corrective action as required to achieve objectives and meet established targets

Required Knowledge, Skills & Abilities

- Knowledge of the relevant legislation, related statutes, regulations and precedent respecting civic engagement
- Thorough knowledge and appreciation of records management or archival procedures
- Strong ability to draft and review policies and bylaws
- Ability to research, interpret and provide advice and guidance on a variety of legislative, legal and administrative matters relating to areas of responsibility

- Strong analytical and problem-solving skills to identify competing priorities, analyze problems, organize information, identify key factors/underlying causes and develop appropriate solutions
- Ability to deal effectively with government representatives, the media, business, the general public, municipal staff and Council members
- Effective communication, presentation, negotiation, leadership, interpersonal and general management skills
- Ability to confidently apply due discretion and apply sound independent judgement
- Ability to remain flexible and manage a dynamic workload

Required Education & Experience

- Acceptable Post-Secondary education within a related field (Business, Marketing, Public Relations, Local Government, Project Management or other as deemed acceptable)
- A minimum of 2 years of relevant work experience

This position is a full time, permanent out of scope position. This is a salaried position; standard work hours are based on a 40 hour work week. Overtime may occasionally be required. There is no additional pay for additional hours or overtime however, time off in-lieu or other adjustments may be awarded at the discretion of the direct supervisor. Remuneration will be based on skills and experience. Entitled vacation, a full benefits package and participation in the Municipal Employees Pension Plan is offered. Applicants are requested to forward a cover letter and resume to rm588corp@rmml.ca



Joel Cardinal, A.Sc.T., PMP, CPT
Chief Administrative Officer
R.M. of Meadow Lake No. 588