



# Municipal District of Opportunity

## MANAGER OF LEGISLATIVE SERVICES

Reporting directly to the Chief Administrative Officer, the Manager of Legislative Services is responsible for overseeing a department of 15 staff. The person chosen for this full time position will have extensive municipal experience together with a strong financial background and strong supervisory skills. The annual operating budget for the M.D is \$68 Million.

The Municipal District of Opportunity is located in scenic northern Alberta. There are seven communities within the boundaries, home to approximately 6,000 people. Wabasca, the largest of these, located on beautiful North and South Wabasca Lakes, is the location of the Head Office of the 'Land of Opportunity'. Oil and gas as well as forestry are the base of the economy in the Municipal District. Wabasca is located at the junction of Highways 813 and 754, approximately an hour north and east of the Town of Slave Lake. The anticipated completion of our multiplex fieldhouse together with a busy arena, community hall, youth center, ball diamonds and newly constructed skateboard park ensure the opportunity for activities for the entire family. Wabasca Water World and Fitness Center boasting a five-lane, 25 meter pool, waterslide, 16-person hot tub and state of the art fitness equipment is the newest family addition to the community.

The ideal candidate will possess a Diploma in Business Administration or Public Administration and an excellent knowledge of Alberta local government legislation. A minimum of two (2) years' municipal experience in a management position is preferred. The candidate should possess experience in policy development and research in a municipal related field; possess a proven ability to deal with public matters, public consultation processes and community liaison.

The salary range for this position is \$96,186 - \$134,469; there is an excellent benefits package including both LAPP and matching RRSP program. Interested persons are invited to submit their Resume and three work related references to:

**Dennis Egyedy, Chief Administrative Officer**  
**Municipal District of Opportunity, Box 60 Wabasca, AB T0G 2K0**  
**Phone: (780) 891-3778 Fax: (780) 891-4283**  
**Email: [cao@mdopportunity.ab.ca](mailto:cao@mdopportunity.ab.ca)**

**This position will remain open until March 2, 2012.**

*The personal information submitted pursuant to this advertisement will be utilized for this Employment Opportunity only and is subject to compliance with the Freedom of Information and Protection of Privacy Act. Applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted.*