

Update

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Municipal Advisor

Current Class

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

KID Chief Admin Offic/Mngr KES

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2024-10-28

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Chief Administrative Officer (CAO) of the Kananaskis Improvement District (KID), the Municipal Advisor (Priority Issues Coordinator) is responsible for supporting strategic initiatives and conducting activities related to the effective administration of the KID in accordance with the *Municipal Government Act* and within the authority delegated by the Minister of Municipal Affairs and the Minister of

Forestry and Parks. The day-to-day activities of the Municipal Advisor include areas of issues management, communication, planning, reporting, finance, budgeting, contact management, vent planning, executive advisement, resident/ratepayer consultation, and legislative analysis. Ultimately, the Municipal Advisor ensures capacity to react to the most current and pressing issues that arise with respect to administration of the KID. The key roles of the Municipal Advisor are to provide issues identification and management, executive support services to the CAO, and to execute independent actions to meet the various responsibilities listed within the KID strategic, business, and operational plans.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

- 1) **Priority Issues Management:** The Municipal Advisor is responsible for conducting and/or coordinating integrated responses to issues to support KID administration, KID Council and the municipality as a whole, in achieving successful outcomes. This is accomplished through:
 - Developing briefing materials and correspondence, including drafting responses to ministerial action requests, KID Council-initiated briefing notes and correspondence with Albertans, municipalities, Alberta Forestry and Parks (FP) staff, KID residents and ratepayers, KID Council, KID businesses, industry, first nations, with an emphasis on concise and informative submissions, based on applicable policy, regulation and legislation.
 - Implement the Action Request Tracking System (ARTS) on behalf of KID administration, including monitoring and tracking of incoming requests and uploading of documents, with an emphasis on timeliness and ensuring that all related materials are submitted and all KID queries are provided adequate response.
 - Identification of potential risks, challenges, opportunities and threats associated with issues management and provide recommendation to KID administration with respect to creative solutions and communication needs.
 - Provide regular situational awareness reports to the KID CAO and/or KID Council.
 - Research trends and best practices, and provide assessment of impact and application of practices, in the realm of issues management and communication, as well as municipal administration.
 - Remains current and informed as to KID, FP Ministry, Government of Alberta and municipality issues, and provides an evaluation of issues and potential strategies to resolve issues.
 - Establish and maintain relationships with FP staff and individuals involved in issues management from other municipalities to ensure consistent application of process and to ensure situational and strategic awareness of issues impacting municipalities across Alberta.
- 2) **Communication:** The KID Municipal Advisor is responsible for drafting and implementing effective communications on behalf of KID administration. This is accomplished through:
 - Recommend, implement, integrate and monitor effective communication processes; utilize results based people practices; manage the flow of information and inquiries received; apply critical thinking skills to triage and prioritize acute issues received from external stakeholders; identify government and non-government contacts and resources to extract pertinent information for incorporation into prepared communications; ensure prepared communications address issues identified, and that deadlines are met.
 - Ensure that the KID CAO and/or Council are aware of potential issues that may be of interest to the media.
 - Act as the primary liaison between FP communications staff and KID administration and/or Council, particularly when dealing with media inquiries.
- 3) **Municipal Support Services:** The KID Municipal Advisor supports KID administration and/or KID Council in achieving its mandate and goals of the KID strategic, business and operational plans. This is accomplished through:
 - Providing executive administration services to the CAO of the KID, including but not limited to:
 - Developing, tracking, monitoring and reporting on the progress and achievement of KID performance measures relative to goals and objectives stated in KID business

and operational plans.

- Report on achievement of KID administrative outcomes relative to KID strategic goals and intent.
 - Draft briefing notes, policy, position papers and Council resources on a range of topics as they relate to the administration of the KID.
- Provide support and lead various projects as required by the CAO of the KID.
 - Track major municipal initiatives to ensure the timely progress and deliverables within deadlines.
 - Provide a secretariat role for internal KID administration meetings, KID Council meetings and/or subcommittee meetings, and external stakeholder meetings including organization, room and hosting booking, minutes and summary notes, and tracking and monitoring of action items and deliverables (including direct communication with external stakeholders).
 - Provide information, analysis, and advice that will assist in planning, development and execution of actions to support KID administration goals.
 - Participate in KID, municipal and/or GoA committees, teams and working groups as required.
 - Provide the Municipal Clerk services for KID. The position develops governance procedures, resources and draft materials for KID Council and prepares Council packages for General, Special, Strategic and Annual General Meetings.
 - Provide a secretarial role for internal KID administration meetings, KID council meetings and/or subcommittee meetings, and external stakeholder meetings including organization, room and hosting booking, minutes and summary notes, and tracking and monitoring of action items and deliverables (including direct communication with external stakeholders).
- 4) **Strategic and Legislative Services:** The KID Municipal Advisor is responsible, as required, for a diverse range of independent projects that support KID Council priorities the KID CAO and KID legislative requirements and are not necessarily limited to communications or issues management. This is accomplished through (but not limited to):
- Monitoring grant monies and completing grant reporting documents on a timely basis.
 - Working with FP and GoA staff to develop requests for proposal (RFP) and contract administration for municipal services.
 - The position provide legislative services such as tracking status of council resolutions, amendments, and procedural processes. Coordinating bylaws, policies, amendments, updates, and briefings for KID Council in accordance with relevant legislation.
 - Assist with production of the KID annual and interim budgets by analysing documents related to grant funding, capital and operational expenditures, tax arrears, linear and equalized property assessments, taxation rates, bad debt, requisitions, amortization and asset inventories.
 - Research, analyze and provide recommendations for procedures with respect to elections and appointments of KID Councillors that are compliant with related legislation and direction provided by the Public Agency Secretariat and *Local Authorities Elections Act*.
 - Assist with the onboarding, training and continued support of KID Councillors, as directed by the KID CAO.
 - Analyze, evaluate, interpret and summarize past and/or pending ministerial orders, orders in council, regulations, or legislation, as they relate to the current or future administration of the KID, and liaise with Justice and Solicitor General legal team as required.
 - Draft process, policy and recommendations with respect to KID business licenses and implement action plan.
 - Coordinate activates as the KID Development Officer related to KID land use and development and KID development permit applications.
 - Drafting of KID administration business and operational plans and development of resources for facilitation of annual KID Council strategic planning session.

4) Other duties as required

Problem Solving

Typical problems solved:

The Municipal Advisor is regularly tasked as the municipal issues and communications lead on high priority, highly political and public issues. These issues include any and all issues a municipality in

Alberta may experience, in addition to those specific of an Improvement District, or the unique governance relationship the KID has with Forestry and Parks. The KID Municipal Advisor must use their knowledge and expertise in this regard to develop strategic and risk-based messaging, develop appropriate action/communication plans, and execute these actions quickly and with confidence in the information provided (recognizing the target audience and understanding their needs). This position is essential to building collaborative partnerships with government and non-government agents and developing approaches to ensure effective two-way communication, consultation and interaction.

Types of guidance available for problem solving:

The Municipal Advisor maintains situational awareness of issues within the KID, Forestry and Parks and other municipalities, and ensures that the KID CAO and KID Council are aware of pertinent internal and external issues. The position also provides regular reporting on progress of issues management and key municipal initiatives to ensure KID administration is poised to pro-actively respond to changing Council priorities and work pressures.

The position must assess situations/issues, determine what resources or contacts can be used to synthesize a response, the impact the issue may have on the KID or its stakeholders, and how to prioritize the issue in the context of all other issues managed. The KID Municipal Advisor provides an integrated understanding of directions of key issues. This position plays a role in assisting in the development of strategies and processes that promote the delivery of KID services and programs.

The support provided by the position has a significant impact on the efficiency of KID administration and on the public perception of both KID administration and Council.

Direct or indirect impacts of decisions:

The Municipal Advisor has a significant role in the communication, organization, project management, and coordination of KID administrative activities. The position is often heavily involved in the review, analysis, evaluation of ministerial orders, regulations and legislation, how these documents apply to KID administration and devising recommendations for implementation and approval by the KID CAO. This position is often the first point of contact for both internal and external stakeholders presenting issues. The position is responsible for coordinating responses to action requests and related ARTS queries, for which accurate, timely, and comprehensive responses must be provided.

Failure to meet operational responsibilities would result in impacts to provision of essential services within the 4200 square kilometers of the KID and all its residents, ratepayers and visitors.

Any disruption of public services and ratepayer discomfort would have serious ramifications regarding user satisfaction and jeopardize the credibility of the Minister, KID Council, and its Administration.

Key Relationships

Major stakeholders and purpose of interactions:

This position will have ongoing and regular contact with a variety of staff and external stakeholders regarding implementation, maintenance, and enhancement of KID issues management programs/initiatives as well as providing KID and GoA staff with the tools and knowledge to enable effective communication and issues management within and behalf of the KID. The Municipal Advisor works closely with the CAO of the KID, the KID Municipal Administrator, and the KID Fire Chief, as well as Forestry and Parks staff as required.

Staff & CAO:

- The Municipal Advisor is the CAO's primary link to emerging issues and activities in the KID and provides a multitude of executive support.
- Develop operational communication plans and issues resolution processes and strategies; provide and action advice; consultation and recommendations process issues and concerns; exchange information; and collaborate on initiatives.
- Development and distribution of KID communication materials.

KID Councilors: The Municipal Advisor supports KID Council through pro-actively identifying

issues within the KID, and through direction from the KID CAO, develops and presents analysis pertinent to KID governance and organizational best practices.

FP and GoA Staff and Specialists: To share information, collaborate and provide recommendations to issues management and communication of mutual interest. To ensure the KID is operating within GoA policies and procedures in a consistent manner, where required.

External Government Resources/Specialists: To share and exchange information as well as collaborate on gathering/sharing of information associated with persons of interest, issues dealing with public, support KID administration and/or Council, helping with presentations, communicating out to KID stakeholders.

External Stakeholders: To share and exchange information and knowledge, as well as discuss issues, including:

- Municipalities - Alberta Municipalities Association, AAMDC, and various specific municipalities
- Small businesses and not-for-profits
- Large businesses and senior company officials
- Industry associates
- KID Stakeholders, including residents/ratepayers of the KID
- General Public

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Public Administration	Business	Other

If other, specify:

Communications, Public Policy, Local Government Administration, Environmental Studies, Politic Sciences

Job-specific experience, technical competencies, certification and/or training:

This position requires sound knowledge and understanding of, and familiarity with:

- Legislation or regulations that relate to Alberta municipalities, including but not limited to: *Municipal Government Act, Local Elections Authorities Act, Provincial Parks Act, Public Lands Act, Alberta Land Stewardship Act, Weed Control Act and Disaster Management Act,*
- Process by which ministerial orders are made and to assess issues in the context of how KID- specific ministerial orders modify applicable municipal legislation and/or regulation.
- KID Council, KID development permit application process, business development application process, year-end financial process, municipal grant tracking and reporting process, and GoA contracting process;
- Overall working knowledge of Parks Division and Kananaskis Country programs, procedures and management plans, as well as general business knowledge of operations and maintenance management decision making processes and procedures;
- Professional knowledge and/or experience in the principles and practices relating to the financial management of public agencies or municipalities;
- Strategic, business and operational planning theories, methodologies, principles and techniques;
- Internal GoA and KID administrative policies, processes and practices;
- Performance measurement and reporting theories, methodologies, principles and techniques;
- Issues management and conflict mitigation theories, methodologies, principles and techniques;
- Interdependent GoA or municipal initiatives, programs, and services;
- KID stakeholder groups, their issues and interests.

Enrollment or completion of the National Advanced Certificate in Local Authority Administration (NACLAA) program is an asset.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> Engages perspective to seek root causes Finds ways to improve complex systems Employs resources from other areas to solve problems Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>This position requires a high level of business and political astuteness to recognize issues that may have potential impact both for and by the KID. When priorities of KID Council conflict with legislated requirements, government direction, and/or best practice, the municipal advisor must seek creative solutions embedded in options that maintain municipal services, advising on the issues, while meeting the expectations of Council.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> Identifies alternative approaches and supports others to do the same Proactively explains impact of changes Anticipates and mitigates emotions of others Anticipates obstacles and stays focused on goals Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>This position requires critical problem solving and strategic foresight. The Municipal Advisor consistently looks for opportunities to improve work processes and encourages others through these adjustments. Is able to pivot through multiple tasks and priorities while maintaining organization. Utilizes their networks and collaborative problem solving.</p>

Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>The Municipal Advisor is responsive to elected officials, senior Ministry officials, and public by providing accurate and timely responses to assignments, including correspondence, briefing notes, and reports are prepared in a manner that ensures consistency of key messages of KID and Government of Alberta; appropriateness of contents for identified audiences; and compliance with relevant government and ministry legislation, policies and procedures.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>The Municipal Advisor must function cross jurisdiction to provide municipal services with limited capacity. Leveraging the strength of partnership and networks is required for the interdepartmental, cross-agency model required to deliver all municipal services for KID. In order to meet KID Council priorities, and support intermunicipal collaboration, working relationships inside and outside the provincial government are required. The Municipal Advisor's networks and ability to maintain such networks builds capacity.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration 	<p>The Advisor creates meaningful relationships with internal and external stakeholders during project management. Mitigates conflict while working towards shared goals while working on projects that cross municipal boarder and relate to</p>

		<ul style="list-style-type: none"> • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	different areas of Kananaskis region.
Systems Thinking	○ ○ ● ○ ○	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>The position must engage with numerous stakeholders in developing recommendations for KID Councils strategic priorities. These may include addressing a specific service priority with comparatives to other municipalities, examples and links to future options, and analyzing risks, including financial, stakeholder, and political risks. Additionally the position must seek options to problems that have limited to no obvious solution. Providing advice to KID CAO and KID Council for such options outlining immediate and future impacts. Is able to conduct research and amalgamate information into easy to understand formats.</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature