

LEGISLATIVE ASSEMBLY OFFICE

JOB PROFILE



HOUSE SERVICES

Committee Services Operations Assistant

January 2026

House Services provides procedural advice to the Speaker and Members of the Assembly, manages support services to Committees of the Assembly, maintains Assembly records and manages the production of Assembly documents.

Under the direction of the Clerk of *Journals* and Committees, the Committee Services Operations Assistant supports the initiatives of the House Services branch by handling operational and administrative tasks of the Research and Committee Services unit and the branch as a whole. In addition, the Committee Services Operations Assistant is responsible for making arrangements (booking, ordering catering, arranging building access for officials) for committee meetings in committee rooms and providing the Committee Clerks with administrative assistance during committee meetings. If Committee Services operational requirements allow, the Operations Assistant also provides assistance to Venue Services (booking and execution of meetings and large-scale events on the second floor of the Queen Elizabeth II Building).

House Services operates in accordance with the *Legislative Assembly Act*, Standing Orders, Legislative Assembly Office (LAO) policies, procedures and protocols, and direction from the Speaker, the Members' Services Committee, the Clerk, and the Clerk Assistant and Executive Director of Parliamentary Services.

Responsibilities

1. Provide administrative support to Research and Committee Services and the House Services branch generally, including supporting the activities of the Committee Clerks and Research Officers, the Clerk of *Journals* and Committees, and the Clerk Assistant and Executive Director of Parliamentary Services, as required, to meet operational requirements.

Activities:

- Assist Committee Clerks in maintaining and updating committee information on the internal and external websites
- Assist Committee Clerks and Research Officers by creating Excel spreadsheets of approved stakeholder lists and executing mail merges to contact stakeholders
- Assist Committee Clerks and Research Officers by reviewing and posting written submissions by stakeholders and private citizens made to Committees on the Assembly's internal and external websites and creating tables of submitter information
- Prepare and post meeting materials required for committee operations in support of the Committee Clerks
- Ensure Committee meeting calendars are accurate and meeting notices are posted in a timely manner
- Draft professional business correspondence, prepare summaries and compose agendas and memoranda for the Clerk of *Journals* and Committees, the Committee Clerks, and the Clerk Assistant and Executive Director of Parliamentary Services
- monitor and distribute incoming mail, faxes, and e-mails, bringing attention to urgent items and ensuring confidentiality of documents

2. Ensure that resources and operational processes meet the ongoing requirements of Research and Committee Services and the House Services branch.

Activities:

- Develop, document, and implement administrative systems and processes (e.g., create a stakeholder database) with the approval of the Clerk of *Journals* and Committees to ensure optimal office organization and to enhance service delivery within Research and Committee Services in accordance with LAO and House Services branch policies and procedures
- Assist with the preservation and maintenance of administrative and committee records to ensure the LAO records management and retention system is adhered to and supports business operations
- Oversee the monitoring of supply and equipment inventory to ensure House Services has the resources it requires to provide exceptional service
- Co-ordinate House Services branch purchasing and inventory control, including liaising with suppliers and private-sector vendors, and ordering supplies and materials when required
- Code and process invoices, purchase orders, and other financial documents in preparation for submission to the Financial Management
- Review staff expense claims for accuracy and submit to Financial Management for processing and liaise as required
- Maintain a calendar system to identify pending issues and timelines
- Catalogue and maintain approved staff leave requests
- Review staff time sheets and records of absence for accuracy against approved leave requests for approval by the Clerk of *Journals* and Committees
- Maintain and update a process and procedure manual to ensure up-to-date and detailed instructions are available for Research and Committee Services' administrative tasks and processes
- Access information needed to respond in a professional and informed manner to e-mail or telephone requests for information from Members, caucus staff, LAO staff, or members of the public

3. Coordinate and support logistical, administrative and technical requirements in preparation for and during committee meetings.

Activities:

- Complete committee room bookings efficiently and accurately for Assembly committee meetings
- Represent the LAO as the key contact in the provision of support for committee meeting room bookings
- Project a positive, professional, and nonpartisan image of the House Services branch and the LAO while assisting with inquiries from officials and members of the public
- Identify meeting needs and liaise with Venue Services, Information Technology and Broadcast (IT&B), Alberta Hansard, Legislative Assembly Security Services (LASS), building security, Committee Clerks, external participants or attendees, and other LAO staff to ensure efficient and high-quality meeting set-up
- Coordinate catering arrangements to ensure appropriate and cost-effective food and beverage services and communicate such arrangements to Venue Services
- Prepare name plates for officials who will sit at the committee table, identifying names and faces of Members on each committee
- Place name plates and Committee room participant cards corresponding with the Members, staff, and officials attending a committee meeting at their respective seats around the committee meeting table and remove same at conclusion of meeting
- Ensure availability and provide assistance to the Committee Clerks during committee meetings, including early

- morning or evening meetings
 - Ensure availability (with appropriate notice) to travel with committees and provide assistance during committee meetings and hearings that take place in Alberta locations other than Edmonton
 - Communicate with caucus staff, officials and members of the public regarding appropriate seating during committee meetings
 - Maintain appropriate levels and selections of office supplies (e.g., electronic device charge cords) required for committee meetings
 - Work with meeting participants to ensure they are able to effectively use technical equipment and troubleshoot as necessary
4. Provide back-up administrative and hospitality support to Venue Services in the booking and execution of meetings and large-scale events on the second floor of the Queen Elizabeth II Building.

Activities:

- Under the guidance of the Venue Services Supervisor and Venue Services Coordinator, assist with maintaining the booking calendar and collect booking statistics
 - Offer regular break relief to Venue Services staff, serving as a front-line contact during events and responding to the needs of clients, including MLAs and other dignitaries, government of Alberta staff and not-for-profit organizations
 - Communicate proactively with other members of the Venue Services team, LASS (LAO security) and third-party service providers such as caterers to promote the smooth operation of events
 - Operate kitchen equipment to prepare refreshments and wash dishes
 - Set up videoconference meetings for clients and perform basic technological troubleshooting
 - Demonstrate a commitment to Venue Services policies to ensure the safety of venue occupants and proper usage of second-floor spaces to minimize damage to LAO property
5. Support the overall operations of the House Services branch and the LAO in the provision of support to the Assembly.

Activities:

- Build effective and professional working relationships with internal and external clients to assist in ongoing initiatives
- Establish key contacts and maintain a positive presence and influence to facilitate ongoing working relationships and required support
- Work with LAO staff and liaise with external vendors, if need be, to coordinate the logistical aspects of meetings, workshops, and conferences to ensure sufficient equipment, supplies, and other requirements
- Contribute as an active team member to House Services branch and LAO activities, which may include supporting ceremonial and conference functions or other duties as required
- Participate in cross-organizational initiatives as a representative of the House Services branch
- Participate in planning, implementation and monitoring of services required to ensure a smooth transition from Legislature to Legislature, which includes assisting new members and staff during pre- and post-election activities
- Demonstrate commitment to workplace health and safety by following safe work practices, reporting work-related accidents and hazards immediately
- Participate in the classification, maintenance, retention and disposition of records within the guidelines of the LAO's File Classification and Retention Schedule
- Demonstrate support for a positive workplace culture and the valued behaviours pursuant to the Respectful Workplace Policy

Scope

- Position serves as a liaison with numerous internal and external contacts and services provided impact the efficient operation of the House Services branch and the LAO generally, chairs and members of the Standing, Special Standing, and Select Special Committees, government officials, specialist advisers from private-sector agencies, and the public and reflect on the LAO's nonpartisan mandate
- Position is required to work in close coordination with Venue Services, Financial Management, Alberta Hansard and IT&B within the LAO, as well as external vendors
- Employs sensitivity, tact, and nonpartisanship while interacting with Members from all parties with differing political interests on a variety of issues

Knowledge and Skills

- Related post-secondary education in business or office administration and two years related work experience
- Excellent interpersonal skills and ability to present professionally using tact and discretion
- Excellent ability to communicate clearly and effectively verbally and through professional business writing
- Excellent organizational and time management skills to meet deadlines and manage competing priorities
- Excellent independent problem-solving skills to resolve issues or concerns if they arise (e.g., official expected to attend committee meeting not able to gain access to building)
- Meticulous attention to detail to perform duties with a high degree of accuracy (particularly to ensure all details of committee meetings are confirmed and accounted for)
- Ability to project a nonpartisan and professional attitude, as well as employing tact, sound judgment, and discretion in interactions with internal and external clients illustrating a strong commitment to client service
- A flexible approach to respond to requests and requirements in a timely manner from clients and vendors with competing demands
- Exceptional relationship-building skills with the ability to encourage cooperation among clients, staff, vendors and other external contacts
- Ability to work within a team environment as well as independently to support the goals of the House Services branch
- Advanced computer skills (Word, Excel, Access, PowerPoint, MS Teams, M365) with the ability to provide technical support during meetings
- High level of proficiency with audio/visual and presentation equipment
- Ability to plan services and initiatives for House Services while supporting the broad organizational views and goals of the LAO
- Ability to adapt to irregular hours, including early mornings and evenings, corresponding with committee meeting times and ability to travel
- An understanding of the parliamentary process, rules of procedure and committee procedure in addition to knowledge of LAO policies, procedures and protocols would be an asset
- Knowledge of event management and/or experience in the hospitality sector would be an asset

Position Classification

Administrative Support 5 (015AS)