



**Office of the Speaker
Administrative Coordinator**

February 2025

The Speaker of the Legislative Assembly of Alberta has a dual role that includes both procedural duties within the House and executive leadership responsibilities for the Legislative Assembly Office (LAO).

The Administrative Coordinator provides a variety of administrative supports within the Office of the Speaker. This position works in a dynamic environment and is responsible for interacting with individuals across the Legislative Assembly and externally.

This position operates within the legislative framework of the *Legislative Assembly Act*, Members' Services Committee Orders, Standing Orders and the Speaker and Chief of Staff's direction.

Responsibilities

1. Provide administrative support to the Office of the Speaker, the Speaker and the Chief of Staff.
 - as the first point of contact in the Speaker's Office, project a positive image while assisting with inquiries
 - maintain a client service orientation while receiving, responding to and referring, where necessary, telephone or in-person inquiries from members of the public, LAO staff, Legislative Officers, government departments or MLAs
 - monitor and distribute incoming mail and emails, bringing attention to urgent items and ensuring confidentiality of information
 - ensure orderly coordination for the Speaker's schedule in Edmonton
 - draft routine business correspondence
 - liaise with the Clerk's Office to coordinate conference travel arrangements and professional development logistics for the Speaker, Chief of Staff and MLAs, as required
 - establish positive working relationships with staff within the Office of the Speaker, the Legislative Assembly, the Clerk's Office, MLAs, caucus and constituency staff, government departments and the public
 - ensure effective file management and records management systems for the Office of the Speaker
 - follow office protocols, standards and procedures for the Office of the Speaker
 - organize expense claims and submissions for timely processing

2. Provide administrative and logistical support to the Speaker in preparation of House tasks.
 - coordinate Chamber booking requests from external parties with the Sergeant-at-Arm's Office
 - coordinate special guests, anthem singers and visiting dignitaries to be seated in the Speaker's Gallery during session
 - provide an accurate guest list for Speaker introduction purposes to the relevant distribution list
 - coordinate and prepare the logistics for guests in the Speaker's Gallery
 - arrange and prepare for the Speaker's role in key events including Budget Day and Throne Speech

3. Assists with outreach and special events in accordance with directions from the Speaker and/or Chief of Staff.
 - work with Visitor Services to coordinate on site and virtual School at the Legislature interviews
 - coordinate Speaker outreach presentations at external events to build engagement in the democratic process
 - coordinate the planning, logistics and implementation of designated lower rotunda displays and events by liaising with Alberta infrastructure, Sheriffs, LAO branches and other site stakeholders
 - assist with a variety of Speaker hosted events such as member swearing-in ceremonies, portrait unveiling ceremonies and upper rotunda events
 - attend private or public and community functions

4. Act as the primary point of contact in the Speaker's Office for the Alberta Former Members Association (AAFMLA)
 - maintain up to date contact information for former MLAs and their families
 - draft communication materials to former MLAs on behalf of the Speaker, and correspond with former MLAs, as requested
 - liaise with the Library to receive obituaries of former Members and coordinate the following activities on behalf of the Speaker's Office:
 - update the Member Contact List
 - distribute memorandum, summary of service to MLAs, Protocol, AAFMLA and LAO Managers
 - send sympathy arrangement to next of kin
 - extend an invitation to the former Member's family to attend the formal tribute in the House

5. Support the overall operations of the Office of the Speaker to meet the goals and objectives of the Legislative Assembly.
 - demonstrate commitment to workplace health and safety by following safe work practices and 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.
 - serve as Floor Warden
 - demonstrate support for a positive workplace culture and the valued behaviors pursuant to the Respectful Workplace Policy

Scope

- services impact the efficient operations of the Office of the Speaker
- services are provided to a variable work force, including MLAs, constituencies, caucuses, LAO staff, Legislative Officers as well as government departments and the public
- position demands considerable judgment dealing with sensitive and confidential issues
- operates as a non-partisan entity in a dynamic political environment

Knowledge

- postsecondary education and two years of related administrative or office experience.
- sensitivity, tact and strong public relations skills
- strong computer skills (word processing, spreadsheet, PowerPoint, databases and internet applications)
- demonstrated effectiveness in providing exceptional client service and public relations
- excellent interpersonal skills with the ability to communicate clearly and effectively, both verbally and in writing
- capacity to be highly flexible and react to constantly changing demands, assignments and priorities to meet tight deadlines
- well-developed organization, prioritization and time management skills to manage multiple assignments simultaneously within time and resource constraints
- ability to project a professional and efficient nonpartisan attitude in interactions with internal and external clients
- sound use of judgment supported by consistent tact and diplomacy
- strong time management and prioritization skills with proven ability to recognize and meet tight deadlines
- ability to navigate through sensitive and confidential information
- proven research abilities using diverse methods
- knowledge of parliamentary procedures and etiquette for ceremonies and special events
- familiarity with the Member Services binder as well as meeting and conference documents
- broad understanding of various government departments

Position Classification

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