



Job Posting: #2023-07

Job Title: Well-Being & Legislative Services Coordinator

Department: Cultural Services

Reports To: Deputy Clerk/Manager of Legislative Services

Directly Supervises: None

Status: Maternity Leave Cover (18 Months)

Hours per Week: 35

Salary Range: \$52,676 - \$64,028

Application Due Date: Tuesday, January 31, 2023

Interviews will be held for this role the week of February 6-10th.

Position Summary

This position provides Council and committee secretariat services, and coordinates the Municipality's Accessibility and Well-being Programs. The role includes attending public meetings, working collaboratively with outside agencies and community groups, and providing training to municipal staff.

Role Specific Duties and Responsibilities

Council & Committee Secretariat Services:

1. Coordinates the legislative process and Council secretariat functions, which include meeting scheduling and the preparation, distribution and posting on the website of agendas, minutes and other materials for meetings.
2. Coordinates Council Committee secretariat functions, including meeting scheduling and logistics, and the preparation, distribution and posting on the website of agendas, minutes and other materials for meetings.
3. Serves as Recording Secretary for advisory committees, staff committees, working groups, task forces and boards as assigned.
4. Performs administrative duties relating to Council and committees including drafting of notices, adverts and correspondence.
5. Advertises committee vacancies, receives applications, and coordinates staff recommendations for committee appointments.
6. Processes Council expenses and coordinates travel/conference/education arrangements.
7. Participates in municipal elections as an election assistant.

Well-being:

8. Establishes working relationships with diverse local community groups, agencies, boards, other orders of government and individuals to meet the objectives of the Municipality's Well-being Plan and coordinate resources to develop innovative programs, policy, and services to address the Plan's goals.

9. In partnership with community-based sectors, facilitates the implementation of the Well-being Plan; monitors and reports on implementation progress.
10. With the Director of Community Services, provides leadership and direction to the Municipality's Well-being Advisory Committee.
11. Assembles data required for budgeting purposes for inclusion in Capital and Operating Budgets; administers and monitors associated budgets.
12. Researches, applies for, and administers grant opportunities related to Inclusion programs.
13. Develops public education and outreach programs to build awareness of well-being initiatives; makes presentations to partners, interest groups, schools, institutions and the public.
14. Coordinates the Well-being Plan Update process on a four yearly cycle.
15. Develops and maintains strong communication links with representatives of other municipal well-being plans in Canada.

Accessibility:

16. Under the direction of the Deputy Clerk/Manager of Legislative Services, coordinates the Municipality's accessibility initiatives, including compliance with the Accessibility for Ontarians with Disabilities Act (AODA), by preparing workplans and reports, reviewing policies and guidelines, coordinating corporate accessibility training and planning and promoting an accessible workplace and community.
17. Promotes the Municipality's specialized transit system, and administers the user list.
18. Acts as a staff resource to the Accessibility Advisory Committee.
19. Provides accessibility training to municipal staff.

General:

20. Issues marriage licences and coordinates marriage solemnization services.
21. Acts as Commissioner of Oaths for the Taking of Affidavits.

General Duties and Accountabilities

1. Provides a high standard of customer service while responding to inquiries and resolving complaints from the public and staff.
2. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
3. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines and perform safe work practices.



4. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

- Possess a valid Class "G" Driver's License in good standing.

Education, Skills and Experience

1. Post-Secondary diploma in administration, social science or related discipline or an equivalent combination of education and experience.
2. Minimum 3 year related administrative, social services or community development experience. Experience in a municipal environment is an asset.
3. Knowledge of, and experience in applying for federal and provincial government and non-government funding sources.
4. Strong skills in communication (written, oral and interpersonal), organizational, public relations, project and time management.
5. Ability to build consensus, to inspire confidence and to lead.
6. Familiarity and understanding of relevant legislation, local government functions and responsibilities, Council/Committee processes and Roberts Rules of Order.
7. Thorough working knowledge of Microsoft Office applications and experience using meeting management, agenda preparation and records management software would be an asset.
8. Ability to maintain confidentiality, be tactful in all dealings, and be self-motivated.
9. Ability to multi-task, to work with interruptions, and to display common sense and patience.

Physical Demands and Working Conditions

- Physical demand requires considerable sitting and computer usage. Working conditions are primarily in a standard office environment, but will include public meetings, events, and partner meetings.
- Potential exposure to written and verbal criticism from the public and phone/counter interruptions.
- Normal hours of work are 35 hours per week, Monday to Friday; attend occasional evening meetings, as required.

Contacts and Interactions

- Communicates regularly with Mayor and Council, senior management, municipal staff, community groups, government agencies and the public.



Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2023-07 by Tuesday, January 31, 2023 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.