

Job Posting: #2023-13

Job Title: Council & Committee Coordinator

Department: Legislative Services

Reports To: Deputy Clerk/Manager, Legislative Services

Status: Temporary 18 Month Contract

Hours per Week: 35

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

Application Due Date: Open until filled.

Position Summary

Responsible for coordination of day-to-day administration functions relating to Council and the Corporation. Provide administrative and meeting support to Council, advisory committees and boards. Support the overall legislative process, coordinates the preparation of materials and content for agendas; prepares meeting minutes and by-laws. Acts as a Commissioner of Oaths and issuer of marriage licenses and vital statistics administration. Assists the Deputy Clerk/Manager of Legislative Services with administrative duties related to the Municipality's Well-Being Plan and Accessibility Multi Year Plan.

Role Specific Duties and Responsibilities

Council and Committees:

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. Performs administrative duties relating to Council and committees including drafting of notices, adverts and correspondence.
3. Attends Council and committee meetings as necessary and coordinates the audio-visual and webcasting systems ensuring materials are displayed accurately.
4. Scheduling delegations and presentations for Council.
5. Serves as Recording Secretary for advisory committees, some staff committees, working groups, task forces and boards as assigned including providing procedural and Terms of Reference guidance.
6. Advertises committee vacancies, receives applications, and coordinates staff recommendations for committee appointments.
7. Provides confidential administrative support to the Mayor, including preparation of documents and correspondence, and scheduling of meetings and events.
8. Processes Council expense and travel/conference/education arrangements.
9. Undertakes research, writing and editing including by-law, policy and motion

preparation, minute-taking, report writing, and drafting of notices and communications.

10. Ensures that the Municipal website is up to date with Legislative related information.

Vital Statistics & Licensing:

11. Issues marriage licences, coordinates and performs marriage solemnization services.
12. Assist the Clerk in the administration of requests made under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) including processing and tracking of requests as required.
13. Acts as Commissioner of Oaths for the Taking of Affidavits, and Deputy Division Registrar.

Accessibility and Well-Being:

14. In collaboration with the Deputy Clerk/Manager of Legislative Services, assists with 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.
15. Promotes the Municipality's specialized transit system, and administers the user list.
16. Assists the Deputy Clerk/Manager of Legislative Services with the implementation and administration of the Municipality's Well-Being Plan and associated action items.

General:

17. Assist with the development and standardization of department policies and procedures including ensuring all documents are produced in an accessible format.
18. Provide administrative and clerical assistance to Legislative Services including scheduling and filing as required.
19. Provide a positive image and high standard of customer service and public relations for the Legislative Services division; handle and manage highly confidential or sensitive information and documents.

General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times. Ensures confidentiality of information provided to produce content for Council, and other sensitive information sources where information is developed prior to staff/public release.

2. Contributes to work unit goals/objectives; looks for daily opportunities to highlight the connection between service unit/corporate goals and day-to-day activities.
3. Clearly, concisely and actively communicates in a timely manner using effective communication tools and approaches.
4. Participates fully in a team environment which fosters and develops effective working relationships and high performance; supports the performance management process, including the creation of development plans to build own core competencies and personal effectiveness.
5. Works within the unit and across the organization to support a learning culture within the Municipality and one that embraces change, innovation, new trends and industry developments.
6. Perform other duties as may be assigned in accordance with department and corporate objectives.
7. 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.

Required Certifications and/or Health and Safety Requirements

- None

Education, Skills and Experience

1. Post-secondary education in administration, business, political science or related discipline.
2. Minimum 1 year of related experience working in a Municipality, government or equivalent work environment.
3. Familiarity and understanding of relevant legislation, local government functions and responsibilities, Council/Committee processes, and Roberts Rules of Order.
4. Enrolment in or completion of the Municipal Administration Program (AMCTO) would be an asset.
5. Thorough working knowledge of Microsoft Windows, Office applications, web-based software, and posting of information to websites. Experience with meeting management, agenda preparation and records management software is an asset.
6. Excellent skills in communication (written, oral and interpersonal) and organization, including problem-solving, customer service, project and time management.
7. Demonstrated tact and discretion in handling matters of a confidential or politically sensitive nature, while maintaining confidentiality and privacy.
8. Ability to travel independently to multiple site locations within the Municipality.

Physical Demands and Working Conditions

- Physical demand requires considerable sitting and computer usage. Working conditions are in a standard office environment with exposure to verbal criticism from the public.
- Ability to routinely lift and move full file boxes and equipment weighing up to 50 lbs.
- Normal hours of work are 35 hours per week, Monday to Friday; with regular evening meetings and occasional week night and weekend wedding solemnization ceremonies and other functions as required.

Contacts and Interactions

- Communicates regularly with municipal staff, Mayor and Council, government ministries and agencies, boards, volunteers, media, community groups, and the general public.

Applicant Information

This job posting will remain open until filled. Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2023-13 to:

jobs@meaford.ca

Attention: Human Resources
Municipality of Meaford
21 Trowbridge Street West
Meaford, ON N4L 1A1

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.