



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

LEGISLATIVE SERVICES COORDINATOR

The Township of Centre Wellington is a thriving and growing amalgamated community of 28,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

The Township of Centre Wellington has one full time opportunity available for a Legislative Services Coordinator. Reporting to the Supervisor of Customer Service/Deputy Clerk, the Legislative Services Coordinator prepares agendas, minutes, reports and correspondence for Council, Committee of the Whole and Advisory Committees. This position will provide legislated and administrative support, including the handling of confidential information, sensitive political issues, research and compiling background information, arranging meetings and appointments, maintaining office administration and records management processes and procedures, responding to inquiries/communications and completing special projects. The Legislative Services Coordinator will be required to work evenings and weekends with a flexible work day schedule to be able attend several monthly evening Committee meetings.

Qualifications:

- Completion of a degree or diploma in Public Administration, Political Science or a related discipline and experience with agenda and minute preparation.
- Completion of the AMCTO Municipal Administrative Program courses or willingness to complete the program is an asset.
- An accredited municipal professional (AMP or AMCT) or Certified Municipal Officer (CMO) designation, preferred.
- A minimum of three (3) years of relevant experience in a progressively responsible related position, including one (1) year as a municipal Council/Committee Coordinator or similar position.
- Knowledge of municipal government administration, structure and procedural by-laws/statutes and experience with agenda and minute preparation is required.
- Knowledge of legislation pertaining to local government, in particular, the Municipal Act, Planning Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act, etc.
- Strong knowledge of parliamentary procedures, office operations and technology, working knowledge of functions, operations and business of municipal government and the policies of Council, Committees and their relationship with staff and external contacts.
- Strong research and analytical skills is required.
- Proficient computer skills including use of Microsoft Word, Excel, PowerPoint is required.
- Excellent organizational skills with the ability to work independently and within a team environment.
- Ability to exercise discretion, good judgement, diplomacy and confidentiality.
- Ability to prioritize own work and manage overlapping and often conflicting deadlines.
- Ability to work well under pressure, complete multiple assignments and function effectively in a high volume workplace with multiple deadlines necessitating a high degree of accuracy.
- Must possess a valid Class 'G' Driver's License and use of a reliable vehicle for Township business.
- Performs other related duties as assigned.

Salary: \$57,678 - \$67,909 per year (2019 salary range)

How to Apply:

Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0
Attn: Sandra Schulz, Manager of Human Resources
Via email: careers@centrewellington.ca

Deadline to Apply: Monday, April 22, 2019 at 4:00 p.m.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance. We thank all those that apply; however only those candidates selected for an interview will be contacted.