



Centre Wellington

**Township of Centre Wellington
Position Description
Corporate Services**

LEGISLATIVE SERVICES COORDINATOR

Department	Corporate Services
Position Title	Legislative Services Coordinator
Reports To:	Supervisor of Customer Service/Deputy Clerk
Location	Municipal Office - Elora
Approved Date	March 2019

PURPOSE OF POSITION

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. Responsible to fulfill the duties of the Cemetery and Licensing Coordinator in their absence.

OVERALL SCOPE OF POSITION AND CONTROL OF CORPORATE RESOURCES

Overall Scope of Position

Provides legislated and administrative support for Council Secretariat functions, including support to the Manager of Legislative Services/Clerk and Supervisor of Customer Service/Deputy Clerk in the preparation, reviewing and publishing of Council and Committee agendas, minutes, correspondence and confidential matters involving Members of Council and staff.

Control of Corporate Resources

People [Human Resources]

No direct reports but this position works collaboratively and cooperatively with Members of Council, senior staff, the general public, senior levels of the Federal and Provincial governments. Provides leadership, advice, guidance, direction and training to Council, students, staff and committee members.

Finance

No direct control but in the absence of other staff, responsible for the invoicing, collection and processing of cemetery sales and services, interment fees and burial permits. Collection of fees associated with vendor, lottery and marriage license fees. Provides input into the departmental budget.

Material and Information

Position must follow legislation, municipal and county by-laws and written processes. Exposure to highly confidential and sensitive information. Provides direction and advice to others regarding the proper use of legislation, documentation and equipment.

Major Responsibilities

- Provides administrative support to Council, Committee of the Whole and Advisory Committees with the preparation of agendas, minutes, agreements and associated correspondence, attendance at meetings.
- Preparation of closed session agendas, attendance at meetings and preparation of closed session minutes and related follow up.
- Manages information and documentation to support the legislative process from the preparation of draft materials to the compilation and productions of final and consolidated agendas. This includes responsibility for managing items of correspondence, drafting of reports and by-laws, working with departmental staff to ensure the timely submission of staff reports and presentations, provide advice to staff regarding proper report format, and arranging and providing guidance to delegations appearing before Committee and/or Council. This position is responsible for the electronic submission of items into an electronic agenda management system, the publication of final agendas for hard copy and electronic distribution and publication to the Township's website.
- Provides procedural advice, routine guidance, explanations and interpretations to staff, Members of Council, BIA's and the public related to closed meeting protocol, the procedural by-law, parliamentary procedures, Municipal Act, etc.
- Attends Council and Committee meetings to provide support for the related technology components, prepares minutes and interface with staff and the public to ensure meetings run efficiently and effectively.
- Manages appointments to the Advisory Committees, Boards and Special Purpose bodies, including review and amendments to the terms of reference, preparation of the recruitment advertisement and arranging for advertisement of vacancies, receipt and distribution of the applications.
- Receives requests for delegations/community delegations for Council/Committee meetings, contacts delegates and reviews processes in accordance with the procedural by-law.
- Manages the division's databases and ensures secure storage of original by-laws and minutes.
- Regularly researches Council reports and by-laws to respond to inquiries.
- Responds to written and verbal inquiries from Members of Council, Department Heads, staff, general public and senior levels of the Federal and Provincial governments.

- Coordinates, maintains and promotes the division's webpages. Develops content and initiates design changes.
- Assists the Manager of Legislative Services/Clerk and/or Supervisor of Customer Services/Deputy Clerk with special projects and initiatives relating to policy and program development, including research of legislation, regulations, provincial policy and municipal best practices. This position will be required to draft detailed reports, by-laws, presentations, policies and procedures associated with assigned research projects and initiatives.
- Prepares notices, decisions and other related material as required by the Planning Act, Development Charges Act, Municipal Act and municipal by-laws.
- Assists with Inaugural and Council orientation preparations.
- Develops, organizes and leads training and development sessions for staff and Members of Council and Committees in relation to meeting management best practices, conflict of interest, code of conducts, handling of information requests, etc.
- Provides routine administrative and clerical support to the Manager of Legislative Services/Clerk and Supervisor of Customer Service/Deputy and administrative support to Council and the Department including maintaining inventory, conference/seminar registration, travel accommodation arrangements, document tracking, creation of cheque requisitions, receipts and maintaining contact lists.
- Assists the Supervisor of Customer Service/Deputy Clerk with the processing and tracking of Freedom of Information and routine disclosure requests and assists in performing the statutory duties under the Municipal Freedom of Information and Protection of Privacy Act.
- Assists in the implementation, education and maintenance of the Municipal Records Management Program.
- Acts as a Deputy Clerk for the purposes of attending Council and Committee meetings and commissioning.
- Issuer of marriage licenses, Commissioner of Oaths for taking affidavits and Deputy Division Registrar.
- Provides administrative support to the Municipal Law Enforcement Officer as required.
- Administers the municipal responsibilities for the Ontario Livestock Compensation Program.
- Processes applications under the Line Fences Act.
- Manages the Voter's List, serves as an Election Official and provides support to the Municipal Election process and support to other departmental and corporate functions.
- Responsible, as an employee, for proper occupational health and safety practices.
- Maintains skills and knowledge at a high level by taking training and development through courses, seminars, workshops and selected reading.
- Provides back up for the processing of lottery and vendor licenses.
- Provides back up to the Cemetery and Licensing Coordinator, issuing burial permits, arranging interments, entering into contracts and interment rights certificates.

- Participates, as required, in special events and ceremonies that celebrate Centre Wellington.
- Performs other related duties that are assigned by the Manager of Legislative Services/Clerk or the Supervisor of Customer Service/Deputy Clerk.

Position Requirements

Education

Knowledge of municipal government administration, structure and procedural by-laws/statutes, normally acquired through the 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.

Experience

- 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 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.

Job Skills

- 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 maintain a clean driver's abstract.

Effort

Mental

- Operates a computer several hours per day, continual visual and mental concentration required. Mental, listening and filtering effort when recording

- meeting proceedings.
- Open concept work environment, frequent distractions and interruptions.
- High degree of accuracy required, multiple and conflicting deadlines.
- Ability to juggle priorities and complete complex and varied assignments.

Physical

Sit for prolonged periods of time during meetings without breaks. Eye, hand, brain coordination. Work involves a combination of standing, walking and sitting. Requirement to lift, reach for and carry boxes of records, and electronic equipment for elections.

Interpersonal Skills and Contacts

Excellent oral and written communications with an ability to communicate effectively with stakeholders, including Council, senior staff, the media and the general public. Provides information, advice and professional opinions. Continual contact with departmental staff, consultants, lawyers, general public, ministries, suppliers, etc.

Decision Making and Judgment

Errors or omissions in dissemination of Council decisions, election procedures, errors in record-keeping, legal notices, release of unauthorized sensitive or confidential information could damage the Township’s credibility, jeopardize court proceedings or the validity of by-laws, Council decisions, the integrity of an election, and result in legal action and/or financial loss

Working Conditions/Environment

Work is performed in a standard office environment and is subjected to frequent interruptions, changing priorities and deadlines. Availability and flexibility to work outside standard business hours to attend meetings at various locations within the Township/County.

Control Over Work Schedule

Responsible to coordinate and prioritize own schedule with competing interests. Usually works a normal hourly schedule with flexible start and end times, subject to some overtime and weekend work, several monthly evening Committee meetings resulting in flexible work days to minimize overtime.

This is a reasonable statement of the requirements of this position.

Legislative Services
Coordinator

Date

Supervisor of Customer
Service/ Deputy Clerk

Date