



**GEORGINA**

# Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



## Committee Services Coordinator

(Job ID# 2020.23)

**This is a C.U.P.E. Local 905.03 position**

**Department:** Office of the Deputy CAO

**Division:** Clerks

**Location:** Civic Centre

**Status:** Permanent, Full-time, 35hrs/week (including evening meetings)

**Number of Positions:** 1

**Salary/Wage Range:** \$30.66 - \$34.07/hour

**Date Posted:** February 28, 2020

**Date Closing:** March 12, 2020

### **Come work with us!**

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### **Position Purpose:**

Responsible for co-ordinating and preparing documents for meetings of Advisory and Council Committees, co-ordinating public delegations, attending meetings, composing minutes, resolutions, by-laws and reports. Maintain records of Committee decisions. Liaise with other departments, advising the public and staff of Committee decisions and providing information and guidance on Committee procedures and decisions. Providing administrative, management and clerical support for the Committees. ***For full details, please see attached job description.***

### **Minimum Qualifications:**

Two year College Diploma in Office Administration/Municipal Government/Parliamentary Procedures from an accredited College/University and/or municipal training through the AMCTO; two (2) years previous administrative/office experience, plus one (1) year in a public sector environment; demonstrated experience in agenda preparation, minute taking, and composing correspondence, including reports and by-laws; ability to interpret and apply relevant legislative requirements, guidelines and directives to prepare correspondence and documents with accuracy and attention to detail.

### **How to apply:**

Qualified applicants are invited to submit a resume, identifying the **Job Title** and **ID# 2020.23** in the subject line. Please apply in confidence by **March 12, 2020 at 11:59pm** to [careers@georgina.ca](mailto:careers@georgina.ca).

### **Committed to diversity and a barrier-free environment:**

The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated.

**We thank all candidates for their interest, however only those being considered will be contacted.**



## **JOB DESCRIPTION**

**JOB TITLE: Committee Services Coordinator**

**PRIMARY FUNCTION:**

Responsible for co-ordinating and preparing documents for meetings of Advisory and Council Committees, co-ordinating public delegations, attending meetings, composing minutes, resolutions, by-laws and reports. Maintain records of Committee decisions. Liaise with other departments, advising the public and staff of Committee decisions and providing information and guidance on Committee procedures and decisions. Providing administrative, management and clerical support for the Committees.

**SUPERVISION RECEIVED:**

Deputy Clerk

**DIRECTION EXERCISED:**

None

**WORKING PROCEDURES:**

Administers all aspects of the operation of the Council committees and Sub-Committees in accordance with the Municipal Act, and all other applicable regulations and procedural by-laws;

Attends meetings of various Council committees and Sub-Committees, to record and prepare minutes and correspondence arising from such meetings and follows-up on related matters for the Committees and Council as necessary;

Prepares yearly meeting schedules for all Committees and Sub-Committees;

Prepares, compiles and distributes all Committee and Sub-Committee agendas;

Responsible for preparing correspondence to ensure that appropriate staff/persons/agencies are advised of approved resolutions, recommendations, and directions;

Conducts research and prepares reports to Council on behalf of Committees;

Responsible for some interpretation of legislation, statutes and By-laws and for exercising judgement and decision-making on matters pertaining to meeting process, procedures and advice to Committee Chairs;

Assists Committee Chairs and staff in meeting preparation and management by providing advice/guidance on municipal legislation, by-laws, parliamentary procedures and in the scripting of motions;

Acts as liaison between staff and Committee members and maintains relevant files relating to the proceedings of the various Committees and Sub-Committees;

Responsible for the development and delivery of Committee procedures in accordance with associated legislation and Town policies;

Researches, prepares and processes all resulting correspondence and enquiries arising from committee meetings;

Coordinates and participates in the execution of Committee events such as Georgina Heritage Week, Diversity Bus Tour, Heritage Plaque Ceremonies, Heritage Awards, Environmental Speaker Series, Georgina Agricultural Week;

Assists in the development and delivery of Accessibility Plans and policies for the Town as set out in the requirements of the Ontarians with Disabilities Act;

Maintains a list of heritage designated properties and heritage register properties as approved by the Georgina Heritage Committee and Town Council. Reviews and prepares all necessary documentation and notices for the designation of heritage properties in accordance with the Ontario Heritage Act. Reviews and monitors the historical grant applications and prepares all the necessary paperwork to process such applications to completion with the appropriate agency;

Remains consistently conversant with legislation which impacts the process affecting how the Committees and Boards of Council operate and ensures the communication of same along with decisions made by Committees and Boards to all affected persons, divisions, and departments;

Gives advice to staff and members of the public/organizations with regards to agenda deadlines, procedures of Committees/Sub-Committees/Boards, receiving delegations and advising them of resolutions/recommendations passed by Committees, Sub-Committees, Boards, and Council;

Responds to enquiries from the public, staff, Council/Committee members, other governments/agencies and legal counsel, including researching the public record, processing requests for deputation, advising of meeting dates and procedures, etc.;

Responsible for the development and maintenance of an index of agendas, minutes, and Committee(s) and Sub-Committees proceedings;

Responsible for safeguarding and maintaining records associated with Advisory Committees and Sub-Committees, including confidential documents in electronic and paper formats, consistent with records management practices, procedures and applicable legislation;

Responsible for the coordination of the recruitment process for all Committee and Board members at and during each Term of Office;

Liaises with Chairs of all Committees on terms of reference, annual work plan, meeting format, training, and ensures that all Committee members are aware of related corporate policies and follow these throughout the course of their work on the Committees;

Assists in the management of all Committees fiscal responsibilities regarding incoming bills and expenses, and arranges purchase requisitions as necessary;

Responsible for the tracking and monitoring of Committee expenditures and for providing input into the budget preparation process;

Responsible for the documentation supporting annual honorariums for all Committees and Boards;

Responsible for the development and delivery of orientation programs for all Committee members;

Undertakes research projects, as assigned, and prepares reports to Council with respect to legislation that may impact the Clerk's Office and/or the corporation;

Assists in maintaining departmental files;

Prepares Council Chambers and Committee Room for meetings as required;

Operates necessary information technology equipment during Committee meetings;

Prepares and distributes correspondence on behalf of the Town Clerk as assigned;

Updates and maintains all Committees and Sub-Committees webpage, including posting of general information regarding the functions, procedures, agendas and minutes of the Committees;

Provides general office support, where required, including matters pertaining to Vital Statistics, Licensing, Freedom of Information, and Records Management;

Acts as back up to Council Services Coordinator;

Relieves other staff within the Department during peak times, holidays, breaks, lunch periods and other absences;

Assists with the administration of municipal elections and any electoral matters pursuant to the Municipal Elections Act;

**The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.**

#### **SKILL/KNOWLEDGE REQUIREMENTS**

Two year College Diploma in Office Administration/Municipal Government/Parliamentary Procedures from an accredited College/University and/or municipal training through the AMCTO;

Two (2) years previous administrative/office experience, plus one (1) year in a public sector environment;

Demonstrated experience in agenda preparation, minute taking, and composing correspondence, including reports and by-laws;

Ability to interpret and apply relevant legislative requirements, guidelines and directives to prepare correspondence and documents with accuracy and attention to detail;

Excellent customer service, interpersonal and communication skills, with the ability to establish and maintain effective working relationships with all levels of staff, the public, elected officials, etc., in person, by telephone, email and in writing, in an effective, courteous and professional manner; ability to respond to internal and external enquiries, from the public, external agencies, elected officials and governmental organizations;

Demonstrated initiative, accountability and customer service skills;

Excellent communication skills and proficiency in grammar, syntax and spelling to accurately prepare correspondence, notices, resolutions, agendas, meeting minutes, etc.;

Demonstrated ability to prepare reports and attention to accuracy and detail, in a time sensitive environment;

Ability to plan, organize, prioritize, work well independently and manage work with minimal supervision;

Ability to meet strict/tight deadlines, complete multiple tasks simultaneously, and manage conflicting priorities;

Problem solving and decision-making skills, with the demonstrated ability to handle and resolve situations, utilizing knowledge of policies, practices and procedures;

Thorough working knowledge of Clerks Department procedures, methods and regulatory by-laws;

Thorough working knowledge of the Town's Procedural By-Law;

Proficient in computerized software packages such as MS Office, Excel, Adobe Pro, iCity, ArcView GIS, and eScribe in order to prepare correspondence, memoranda, presentations, minutes, and to enter data and produce reports;

Excellent organizational skills to maintain filing and tracking/monitoring systems;

Demonstrate ability to respect and maintain confidentiality and to communicate effectively, courteously and tactfully with all levels of staff, government, elected officials, solicitors, external agencies/authorities and the general public;

Available to attend evening and/or weekend meetings.