



# THE CORPORATION OF THE TOWN OF OAKVILLE

## JOB POSTING

POSITION ID: 3005-001

CALL NO. 24-3619

<b>Job Designation:</b>	Council and Committee Services Coordinator
<b>Department:</b>	Clerk's Department
<b>Job Details:</b>	Permanent Full Time (CUPE 1329)
<b>Salary Range:</b>	\$76,830 - \$93,711
<b>Pay Grade:</b>	310
<b>Closing Date:</b>	Applications for this position must be received at <a href="http://oakville.ca">oakville.ca</a> no later than 11:59pm on <b>April 4, 2024.</b>

### **We offer:**

- A hybrid work schedule
- A defined benefit pension plan (OMERS)
- Comprehensive health plan complemented with life and disability insurance
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

Reporting to the Manager, Council and Committee Services the primary responsibilities for this position include:

### **Job Responsibilities:**

- Prepare and coordinate electronic agendas, delegation requests, attend meetings, compose minutes and correspondence for Council, standing and advisory committees and boards, as assigned.
- Review agenda items and ensure all documentation provided with staff reports is complete and accurate.
- Liaise with Committee Chairs to ensure that the Committee operates within established terms of reference and rules of procedure and that the meeting is run in a professional manner.
- Liaise with the Legal department in meetings regarding Property Standards Committee and Appeal Committee notices, agendas, meetings and minutes and keeping updated on all viable documentation.
- Responsible for coordinating minutes for advisory committees to the appropriate Council or standing committee for approval.
- Responsible for ensuring rooms, equipment and supplies are available for all committee meetings as required.
- Assist with training staff on the Electronic Agenda Management System (eScribe).
- Create and maintain up to date records relating to Committee members, including contact information, tenure, attendance, etc. in the electronic eScribe Board Management program.
- Provide procedural advice at standing and advisory committee meetings in relation to the Town's Procedure By-law, Statutory Powers and Procedure Act, the Municipal Act and Robert's Rules of Order.
- Act as recording Officer for the Town's Emergency Operation Centre (EOC).
- Prepare and place advertisements in local newspaper for recruitment of new committee members.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

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- Prepare Council information package on a weekly basis which is distributed electronically to Members of Council and Senior Management.
- Collect and record meeting statistics on open and closed Council and committee meetings for report to Council.
- Provide information to Council, staff from other town departments and the public on matters relating to the work of Council and committees.
- Coordinate the reception and meeting for the inaugural Council meeting.
- Assist with the preparation of by-laws and staff reports for Council and standing committees.
- Prepare training manuals and procedures for the electronic agenda management system and the board manager program.
- Coordinate Council appointments to committees and boards.
- Develop procedures relevant to the coordinators position.
- Assist with the municipal elections, as required.
- Perform other duties as assigned.

**Qualifications:**

- Completion of a two-year college diploma in Business, Municipal or Public Administration combined with a minimum of three (3) years directly related experience.
- Previous municipal experience is a definite asset.
- Completion or enrollment in the AMCTO Municipal Administration Program.
- Knowledge of applicable legislation including municipal by-laws and policies.
- Knowledge of an electronic management system and a committee tracking system.
- Must possess excellent communication skills, both oral and written, strong skills in Microsoft 365.
- Strong interpersonal and organization skills combined with the ability to effectively deal with sensitive and confidential information.
- Requires a high degree of professionalism, competency and communication skills in public forum settings.
- Excellent customer service skills and ability to work with Council, other levels of government Federal and Provincial, Senior Management, town staff and the public.
- Highly proficient minute-taking and excellent report writing ability, excellent interpersonal skills and the ability to work as a team player and multi-tasking and time management skills are essential.
- Must be available to attend evening meetings as required and be experienced in working within strict deadlines.

**DATED: March 21, 2024**

*This job profile reflects the general requirements necessary to perform the principal functions of the job.*

*This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for each of the testing and interview components is 75%.*

**We thank all applicants and advise that only those selected for an interview will be contacted.**

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