

# Legislative Services Coordinator

545 Talbot St, St Thomas, ON N5P 2T9, Canada Req #947

Date Posted: July 19, 2024



**Internal / External**

The Corporation of the City of St. Thomas, City Clerks Department, has a position for a:

## LEGISLATIVE SERVICES COORDINATOR

(Permanent, Full-Time)

Job Posting #947-07-24

### POSITION SUMMARY:

Under the general supervision of the Deputy City Clerk, performs administrative and legislative support for the Department, Council and various Committees. Assists with the implementation, maintenance and auditing of the Records and Information Management program, serves as Assistant Secretary-Treasurer for the Committee of Adjustment, is appointed as Deputy Division Registrar for Vital Statistics, Deputy Issuer of Marriage Licences, and as Commissioner of Oaths, researches and advises on applicable legislation and by-laws, assists with Corporate Customer Service, and participates in all aspects of Municipal Elections.

### MAJOR TASKS:

1. Coordinates and provides administrative and legislative support for Department, Council, various Committees, Boards, Emergency Management Control Group, including preparation of agendas, resolutions, reports, and minutes. In the absence of the City Clerk or Deputy City Clerk, attends Council meetings and records minutes of the meetings, including formulation of resolutions during the Council meetings, as required. Provides training and assistance with meeting management software to Council and staff.
2. Serves as Assistant Secretary-Treasurer, for the Committee of Adjustment, providing administrative and legislative support, stamping and signing of deeds, notifying affected property owners and stakeholders, and the compilation of information for Ontario Land Tribunal hearings.
3. Assists with the Records and Information Management program promotion, outreach, staff training, and advisory services to City departments, facilitating municipal wide consistency in City Departments; including Records and Information Management (RIM) program components such as classifying, coding, cross-referencing, logging and storing records of all media types, including archival records according to the City's Records Retention Policy and records and information management system.
4. Assigns municipal street numbering for new developments, including correspondence to agencies, to ensure integrity of 9-1-1 addressing for the City. Leads street naming committee in review of street names proposed by developers and members of the public.
5. Prepares applicable by-laws for review. Provides guidance to staff in other departments regarding by-law requirements and preparation. Assists Council, staff and the public with inquiries regarding past, current and future by-laws. Ensures by-laws, contracts and agreements are executed and maintains index for same.
6. Prepares and authors reports and policies to Council on behalf of the Clerk's Department relating to various matters and performs confidential administrative duties and assists with special programs and projects, as required.
7. Assists with the provision of in-person, telephone, and web-based Customer Service including entering service requests into the City's Corporate Customer Service Request Manager System.
8. Coordinates corporate advertisements, including Council and Clerk's Department advertisements, in various local media and calculates billing for each department.
9. Creates and maintains information on City website pertaining to City Clerk's department and Council.



10. Assists with creating and maintaining files for requests relating to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) as set out by the Province. Provides advice to Council, department heads and the general public about requests relating to MFIPPA. Assists with preparing correspondence necessary for the process of requests including justification of decision. Prepares material for the Information and Privacy Commissioner relating to mediation and appeals of decisions.
11. Researches, clarifies and provides advice on applicable legislation, related regulations, City by- laws, corporate policies and other documents as required. Provides assistance, including excerpts of same upon request from various sources both internal and external to the Corporation.
12. Appointed as Commissioner of Oaths for taking affidavits by the Attorney General. Has the authority to require the production of any documents and witnesses various forms of documents both internal and external to the Corporation.
13. Appointed as Deputy Division Registrar for the City; manages Vital Statistics by reviewing and registering birth and death documents, including issuance of burial permits. Appointed as Deputy Issuer of Marriage Licences and has authority to administer oaths under the Marriage Act.
14. Authorizes requisitions, payments and expenditures up to \$5,000.00 and performs cash functions and recording of such according to City procedures.
15. Participates in all aspects of Municipal Elections including the preparation of reports, notices, forms, letters, media releases and revision of Voters' List including: training of election staff, provision of information and assistance to Council, candidates, media, election staff and general public. Appointed as an Election Official and as a Deputy Returning Officer for voting locations and has authority to administer any oath under the Municipal Elections Act.
16. This position must be compliant with all provisions of the Occupational Health and Safety Act, related to "Duties of a Worker".
17. Performs other such related duties as may be assigned.

#### QUALIFICATIONS:

Minimum four (4) year University Degree in Municipal/Public Administration, Records Management or directly related field of study together with three years of municipal legislative experience at a responsible level. Proficiency in various office computer applications and working knowledge of archival and records management practices, systems, and legislation, including assessment, classification, and inventorying of physical and electronic records. Excellent facilitation and interpersonal skills in order to achieve collaboration, support and cooperation on projects and assignments. Must be knowledgeable about municipal by-laws and relevant provincial legislation and regulations. Due to the nature of the position, must demonstrate high degree of professionalism, integrity, tact and discretion in handling confidential matters. Completion of the Municipal Administration Program through AMCTO, a certificate in Records and Information Management, and experience in the administering of RIM and/or meeting management software would be considered assets.

#### CONDITIONS OF EMPLOYMENT:

May be required to work beyond the normal hours of work including Committee and Council meetings and the processing of death and burial documents. Must sign confidentiality agreement with the City.

**Remuneration is currently under review:** \$31.03 – \$38.78 per hour working 35 hours per week plus a comprehensive benefits package and OMERS pension plan. This is a CUPE Local 841 union position.

**Applications must be received no later than Monday August 5, 2024 at 11:59 p.m.**

#### HOW TO APPLY:

Go to [www.stthomas.ca](http://www.stthomas.ca) – Employment, Employment Opportunities.

Go to Posting Title.

Click the 'Apply Now' button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

**ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.**

**Note:** You will be required to answer Qualification questions during the application process.

When your application has been received through Dayforce, you will receive an email from [notify@dayforce.com](mailto:notify@dayforce.com) stating "Congratulations, your application has been successfully submitted."



All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

## Other details

Pay Type **Hourly**

[Apply Now](#)

