

## **Council / Committee Coordinator**

**(Job # 2024-064-IE)**

<b>Department:</b>	Corporate Services
<b>Status:</b>	Full Time, Permanent
<b>Date Posted:</b>	August 21, 2024
<b>Date Closing:</b>	<b>September 6, 2024, 4:00 p.m.</b>
<b>Number of Positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	35 hours per week
<b>Salary:</b>	\$76,875.84 - \$93,531.21
<b>Flexible Working Arrangements:</b>	Yes

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### **WHY Stouffville:**

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

The Legislative Services Division is a small but mighty team. This is an exciting opportunity to be a part of a growing organization. The Council/Committee Coordinator will help transform and modernize our legislative processes while frequently liaising with elected officials, Town employees, members of the public and outside agencies. We are looking for someone who excels in a fast-paced environment, has experience in minute-taking and electronic meeting management program (eScribe), with exceptional attention to detail and accuracy.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

### **Position Purpose:**

Reporting to the Manager of Legislative Services/Deputy Clerk, the Council/Committee Coordinator is responsible for assembling agendas, attending meetings, recording and preparing minutes, preparing by-laws and follow up correspondences for Council, Public Planning, and Advisory Committee meetings. This position also provides legislative support to Council, staff, and the public.

### **Qualifications and Requirements:**

- Minimum three (3) years of working experience in minute taking preparation and record management functions; experience with Municipal Council/Committee agenda and minutes preferred.
- Post-secondary diploma or degree in Public Administration, Local Government, Legal, Business Administration or related discipline
- Completion of the AMCTO Municipal Administration Program (MAP) or Parliamentary Procedures courses is an asset
- Thorough knowledge of municipal and applicable provincial legislation and regulations such as the Municipal Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Excellent grammar, spelling, attention to detail, organizational, interpersonal, and speedwriting skills.
- Ability to prioritize work and to work under pressure to meet deadlines; ability to exercise discretion and judgement particularly when handling confidential/sensitive information.

- Ability to deal effectively with Mayor, Members of Council, all levels of staff, various levels of government and the public in a professional manner.
- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint, SharePoint) and Adobe. Experience with eScribe is preferred.
- Availability to work flexible hours and/or shifts to accommodate evening meetings and peak periods/deadlines.

**How to apply:**

Please forward your resume in confidence by **September 6, 2024, at 4:30 p.m.**, identifying **Job # 2024-064-IE** in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**