



## LEGISLATIVE SERVICES CLERK

1 Regular Full-Time & 1 Temporary Full-Time (One Year Term)

### About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

### About You / What We Are Looking For

The City of Coquitlam is currently recruiting for an organized professional with keen attention to detail to join our Legislative Services department on the City Clerks team. This is a regular full-time unionized position. This exciting role coordinates and supports Council Meetings and statutory meetings including Public Hearings. Your role will involve:

- The translation of technical language into plain language to compose public consultation materials such as notices of public meetings and hearings;
- Preparing and arranging notices for newspaper advertising in accordance with statutory requirements;
- The preparation and finalization of all required meeting materials under specified deadlines;
- Coordinating and operating technologies that support Council and committee meetings;
- Recording accurate minutes of the deliberations and decisions of Council, committees and statutory bodies, and bylaw processing support.
- This position may also be designated to act as the Legislative Services Coordinator, when required.

### Minimum Qualifications

The successful applicant will have high school graduation and completion of relevant post-secondary courses in local government, business, or legal administration; or an equivalent combination of training and experience. Preference given to those with a Certificate in Local Government Administration and relevant work experience, preferably within a local government setting.

### Preferred Qualifications

Our ideal candidate will be a politically astute individual possessing an understanding of local government, coupled with the ability to interpret senior government legislation, establish and maintain effective working relationships, work effectively in a detail-oriented environment, work calmly under pressure, create and maintain confidential documents, and manage multiple activities to completion under tight deadlines. Excellent written and verbal skills with a strong knowledge of business English is required, as is an understanding of the functions/objectives of Council and its committees and meeting procedures.

The processes and responsibilities of this role require the employee to work onsite a majority of the time. Work hours may vary throughout the week depending on operational needs, and will include occasional evenings.

### What We Offer:

This CUPE position has an hourly rate range of \$36.06 to \$42.44. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.



**Accessibility / Equal Opportunity Employer**

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](http://coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

**Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers) by 11:55 pm on November 11, 2024.**

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