

DEPARTMENT:	Legislative Services	STATUS:	Regular Full-Time
NO. OF POSITIONS:	1	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$31.95 – \$37.54 per hour plus comprehensive benefits package

Are you a highly organized and meticulous administrative professional? If you are interested in a role where you'll join a fast-paced and deadline-driven department that is integral to the City of New Westminster's corporate operations, then we want you to join the Legislative Services team!

As a Committee Clerk, you will work as part of a team to provide specialized administrative support to Council, Committees, and Council-appointed bodies, and to the Legislative Services Department. In this role, you will prepare agenda packages and attend Council, Public Hearing, and Committee meetings where you will be required to take minutes and capture the collective sense of discussion and frame motions from general dialogue. You will act as a resource to the Chair during meetings and advise on procedural rules. You will also complete a range of administrative duties such as coordinating meeting schedules, conducting research and drafting reports, acting as relief to other office staff, and other related work as required. This position requires the ability to multi-task with a high degree of accuracy and attention to detail. Time management, organization skills, and the ability to be resourceful and troubleshoot are required to work effectively in a busy, competing-deadline atmosphere. Strong communication and relationship building skills are necessary as well as sound political acumen. The position also requires the ability to work independently, exercise judgement, tact, and discretion. You will collaborate with all City departments on administrative and logistical matters related to Council, Public Hearing, and Committee meetings. The Committee Clerk must be available to work evenings as required.

If you have the following characteristics and qualifications, we want to hear from you!

- You have Grade 12 graduation supplemented by sound, recent, related experience and post-secondary courses in local government, business, or legal administration; an equivalent combination of training and experience, as acceptable to the employer, may be considered. Minute-taking experience and working knowledge of parliamentary procedure is considered an asset.
- You have thorough knowledge of business English, spelling, and grammar.
- You have the ability to accurately transcribe minutes from complex dialogue of a technical nature and can capture the collective sense of discussions.
- You have the ability to prepare and format documents for distribution to City Council and the public, and manage multiple competing priorities.
- You have the ability to work independently under broad direction, including managing day-to-day priorities while planning for future needs. Your superior organization and prioritization skills allow you to meet multiple time-based deliverables that require a high level of detail and accuracy.
- You have working knowledge of local government functions, structure, and broad objectives and are familiar with applicable legislation and fundamental meeting protocol such as Robert's Rules of Order.
- You have excellent interpersonal, writing, and verbal communication skills and the ability to exercise tact and discretion with members of City Council, staff, and the public.
- You have sound knowledge of administrative practices, procedures, and standard protocols including the use of modern office equipment; familiarity with EDMS and agenda management software is considered an asset.
- You have the ability to work flexible hours (7 consecutive hours per day scheduled between 8:00 a.m. and 10:00 p.m.) as this is essential to the position, and you will be required to be available for evening meetings.

Apply online with your cover letter and resume in one document

at www.newwestcity.ca/employment by December 4, 2024.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*