

Legislative Services Assistant (Job # 2024-084-IE)

Department:	Corporate Services
Status:	Full Time, Permanent
Date Posted:	December 2, 2024
Date Closing:	December 16, 2024, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$47,066 - \$57,263 annually
Flexible Working Arrangements:	Yes

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 Legislative Services Assistant 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 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 Corporate Information & Privacy Officer, the Legislative Services Assistant is responsible for providing professional administrative and secretarial support to the Legislative Services division, working in a team environment in unison with other departments within the Corporation and outside agencies. In addition, the position is responsible for providing administrative and secretarial support to Members of Council.

Qualifications and Requirements:

- 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
- Minimum six (6) months' experience working in a municipal environment.
- Working 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.
- Able to lift and carry up to 20 lbs and to push up to 30 lbs; generally boxes of files.

How to apply:

Please forward your resume in confidence by **December 16, 2024, at 4:00 p.m.**, identifying **Job # 2024-084-IE** in the subject line to 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.