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Position Title: Legislative Services Coordinator

Position Status: Full-Time Temporary (This position to last not later than March 31, 2026)

Department: Board & Information Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Corporate Support, Level C2B (\$2,958.00 - \$3,480.73 bi-weekly)

Our Board & Information Services Department is seeking a Legislative Services Coordinator who will support board and committee meetings. Duties include taking minutes and supporting meeting deliberations at political meetings including providing procedural advice, coordinating and operating technologies to configure, setup and host in person and hybrid meetings, coordinating and supporting software related to agenda management and elections; and related processes.

You are: technically-proficient, comfortable working with elected officials and other meeting participants, detail and process-oriented, and comfortable with a fast-paced procedural and technical environment.

The Legislative Services Coordinator reports to the Division Manager, Board Secretariat/Deputy Corporate Officer.

This role:

- Provides information and administrative support to members of political boards and committees.
- Coordinates and operates technologies that support board and committee meetings, including the configuration and setup of virtual meeting room technologies, hosting the virtual meetings and facilitating the participants joining the virtual meetings.
- Providing coordination and support for other board and committee meeting technologies, including agenda management software, election software, voting technologies, among others.
- Prepares for board and committee meetings and addresses administrative items and arrangements such as following up on outstanding items, collecting and formatting reports.
- Conducts research on specified topics and sources supportive materials. Prepares and maintains correspondence, records and administrative reports.

- Records accurate, concise and complete deliberations, decisions, amendments and recommendations from board and committee discussions. Frames motions from complex and sometimes convoluted discussions and facilitates proceedings.
- Provides guidance on procedural rules and authority ensuring compliance with relevant bylaws and legislation including the Procedure Bylaw, Community Charter, Local Government Act, Standing Orders of the Legislative Assembly of BC.
- Informs staff of pertinent actions and direction arising from meetings and writes reports conveying deliberations, amendments or recommendations. Manages meeting material and records; ensures adoption of minutes; and facilitates public access to official records.
- Reviews and authorizes delegation requests to committees and boards ensuring compliance with applicable terms of reference, bylaws and legislation.
- Inform the Corporate Officer of extraordinary administrative and political matters and assists with a variety of administrative duties. Provides information, assistance and guidance to internal and external contacts pertaining to departmental operations, policies, decisions of boards and committees and related matters.
- Provides corporate training in Legislative Service topics and assists with the preparation of training materials.
- Provides direction to and coordinates contractual services for minute-taking services as required.
- Keeps current on applicable laws, statutes and acts associated with the scope of responsibilities.
- Performs other related duties as required.

To be successful, you have:

- 5 years of recent, related experience supplemented by 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.
- A Certificate in Local Government Administration is an asset.
- Considerable knowledge of administrative practices, procedures and standard protocols. Demonstrated administrative skills and abilities including the ability to accurately transcribe minutes from complex dialogue, prepare and format documents for distribution to the Board and public, and manage multiple competing priorities with tact and professionalism.
- Considerable knowledge of Metro Vancouver's functions, structure, and broad objectives.
- Considerable knowledge of the applicable sections of relevant bylaws and legislation and of other rules, policies and regulations governing work. Ability to make decisions and provide guidance where the action is clearly prescribed and discernment as to when consultation with a supervisor is required.
- Thorough knowledge of business English, spelling and grammar. Working knowledge of the technical terminology and work of committees supported.

- Ability to work independently under broad direction, including managing day to day priorities and planning for future needs. Ability to use judgment to select and interpret information and handle deviations from standard methods and practices. Ability to identify and engage the appropriate resources to resolve issues.
- Strong interpersonal skills and demonstrated ability to develop and maintain positive and respectful working relationships with internal and external contacts.
- Strong verbal and written communication skills, including the ability to effectively listen, and support the resolution of problems.
- Demonstrated ability to prepare minutes and reports that accurately convey deliberations, decisions and recommendations. Ability to clearly convey information and train other staff on minute taking.
- Demonstrated ability to organize and prioritize tasks to meet multiple time-based deliverables requiring a high level of detail and accuracy.
- Demonstrated ability to exercise tact and diplomacy, use sound judgment and maintain appropriate confidentiality and discretion in the disclosure of information to elected officials, internal and municipal staff, and the public.
- Ability to provide guidance to other staff on work processes, work collaboratively and diplomatically and contribute to the team with constructive ideas and information.
- Considerable knowledge of meeting and agenda technologies, in terms of configuration and functionality. Considerable proficiency with the operations of these technologies.
- Proficiency using Microsoft office programs, including Word, Excel, Outlook, Powerpoint, Acrobat, and Sharepoint. Working knowledge of a complex corporate records management system.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by March 12, 2025.