

Township of Langley

Job Title:	Council and Committee Clerk
Competition Number:	25-U032
Employment Type:	Regular Full-Time
Pay Rate:	\$31.97 - \$37.58 per hour (5 steps, 2024 rates) plus benefits
Hours of Work:	35 hours per week; Mondays and Wednesdays, varied hours based on Township Council and Committee meeting schedule; Tuesday, Thursday and Friday, 8:00am – 4:00pm
Competition Opening Date:	March 3, 2025
Competition Internal Closing Date:	March 11, 2025
Competition External Closing Date:	March 11, 2025

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Council and Committee Clerk** to join our team of professionals in the Legislative Services Division. Reporting to the Director, Administration and Legislative Services, in this unionized position you will perform a variety of specialized clerical tasks in support of the Legislative Services Division, including serving as the recording secretary for a variety of Township Council and Committee meetings and assisting with Council agenda and minutes preparation. This position is of a confidential nature and offers the opportunity to apply your municipal experience and knowledge of our community and the committees served. It is ideal for candidates who thrive in a meeting environment and are flexible with their schedule to accommodate evening meetings.

Responsibilities

- Attend and record the minutes of Council and Council Committee meetings and, as directed, other Corporate and Commission meetings
- Prepare draft minutes within established standards and make required amendments as necessary
- Prepare Committee agendas and assist in Council agenda preparations
- Provide guidance to other Committee and Commission staff to ensure that format and style of minutes and agendas is consistent and complies with established standards
- Perform related work as required

Qualifications

- Completion of Grade 12, supplemented by courses in commercial and secretarial subjects, including minute taking, plus considerable related experience, or an equivalent combination of training and experience
- Thorough knowledge of business English, spelling and punctuation
- Considerable knowledge of modern office practices and procedures and of the rules, regulations and policies which legislative services
- Knowledge of the functions and objectives of the committees served
- Ability to take, edit and transcribe accurate meeting minutes work effectively under time constraints
- Ability to prepare agendas
- Ability to effectively communicate with a variety of internal/external contacts, community representatives and elected officials
- Skill in transcribing minutes with a high level of speed and accuracy

Apply Now

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We appreciate all applications; however, only short-listed candidates will be contacted for an interview.