

Township of Langley

Job Title:	Council and Committee Clerk
Competition Number:	25-U144
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:	October 20, 2025
Competition Internal Closing Date:	October 28, 2025
Competition External Closing Date:	November 3, 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. Candidates must be flexible with their schedule to accommodate evening meetings.

Responsibilities

- Attend and record the minutes of Council and Council Committee meetings and and other Corporate and Commission meetings, as directed
- 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.

