

BUILD A CITY. BUILD A FUTURE.



LEGISLATIVE SERVICES COORDINATOR

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

SCOPE

The Legislative Services Coordinator is responsible for performing moderately difficult clerical and advanced administrative work, including recording of Council/Committee proceedings while acting as an assistant to various Council appointed committees and preparing agendas, backup and other related correspondence.

RESPONSIBILITIES

- Performing moderate to difficult clerical and advanced administrative work.
- Recording of Council/Committee proceedings while acting as an assistant to various Council appointed committees.
- Preparing agendas, backup and other related correspondence.
- Providing guidance to committees regarding Council's Procedure By-Law, Roberts Rule of Order, the Local Government Act and the Community Charter.
- Drafting correspondence for the signature of the City Clerk/Mayor where the elected/appointed body interacts with the public.
- Drafting reports for the consideration and approval of the City Clerk.
- Updating the City's website with Council and Committee related information.
- Managing workload to meet numerous deadlines, sets out priorities and demonstrates flexibility in working with changing priorities.

QUALIFICATIONS

A qualified applicant will have:

- Grade 12 or equivalent, supplemented by several courses in office or business administration.
- 5 years office experience and knowledge of the works of a Municipality including experience in a City Clerk's department or equivalent recognized education and experience may be considered.
- A minimum typing speed of 50 WPM.
- A valid BC Driver's license with a safe driving record are required.

Successful applicants must provide proof of qualifications.

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Apply online at www.surrey.ca/careers



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EMPLOYMENT STATUS

Union - CUPE Local 402 – Regular Full Time

OTHER INFORMATION

Hourly Rate: \$35.71 (2024 Rates)

Steps	Hourly Rate (2024 Rates)
Step 1	\$35.71
Step 2 (6 Months)	\$36.72
Step 3 (18 Months)	\$37.91
Step 4 (30 Months)	\$38.98

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