

Position Description

Administrative Coordinator

Position Code:	75	Pay Band:	7
Department:	Clerk Services	Effective:	January 2004
Division:	Legislative Services	Revised:	Feb/22, Oct/20, Nov/18
Reports To:	Manager, Legislative Services/Deputy Clerk	Status:	Permanent Full-Time Non-Union
Direct Reports:	None	Indirect Reports:	None

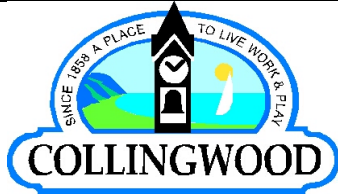
Position Summary

Reporting to the Manager, Legislative Services/Deputy Clerk, the Administrative Coordinator provides Council/Committee secretariat functions for Standing, Advisory and Quasi-Judicial Committees, and Council, as well as secretarial and administrative support to Clerk Services. The main duties and responsibilities of the position are in the areas of meeting functions and other departmental functions.

Duties and Responsibilities

1. Meeting Functions (90%):

- (a) Provide notification to all advisory committee and board members as well as the public of all respective regular and special meetings.
- (b) In collaboration with the appropriate staff resource and Chair of the Advisory Committee/Board, prepare the agenda, in the prescribed format, together with accompanying explanatory materials for each advisory committee and board meeting.
- (c) Attend all official meetings, arriving early to ensure room accommodations are accessible and appropriate and all equipment is functioning properly, and any meeting material is set out in advance. Ensuring copies of agendas are available for members, media and public at all scheduled meetings.
- (d) Ensure that electronic participation, if permitted, is functioning prior to the start of the meeting, as well as initiate streaming of the meeting and end streaming at the adjournment of the meeting.
- (e) Operate necessary information technology equipment, livestream and presentations during meetings.
- (f) Support Advisory Committee and Board Chairs and Staff in meeting preparation and management by providing guidance on municipal legislation, by-laws, parliamentary procedures and in the scripting of motions in consultation with the Clerk or Deputy Clerk as may be necessary.
- (a) Record and prepare minutes, in the prescribed format, for each meeting for distribution and inclusion with the agenda package of the next regular meeting, or for electronic circulation for approval, and coordinate review with staff resource prior to distribution.
- (b) Ensure that all meeting material including agenda packages, correspondence, reports, presentations, etc. are maintained in an electronic format for all board and advisory committee meetings and published to the website unless materials are confidential.
- (c) Respond to inquiries from the public regarding participation at an Advisory Committee/Board meeting, process requests for deputations, and advise deputants of meeting dates and procedures.
- (d) Conduct elections of Chair and Vice Chair and provide necessary training specific to their role as Chair or Vice Chair in coordination with and under the guidance of the Clerk or Deputy Clerk.
- (e) Coordinate Advisory Committee/Board member recruitment processes including advertising, administering applications received, tracking Committee Member terms and updating the Meeting Management System as needed, preparing Council packages for consideration of member appointments, and conducting new member orientation with



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regard to their roles and responsibilities as members in coordination with the Clerk or Deputy Clerk. Specific training to the mandate of the committees and boards is not the responsibility of the Committee Coordinator, but that of the Staff Resource assigned to the committee or board.

- (f) Ensure records created by a committee or board, including but not limited to agendas and minutes, are maintained in accordance with the Records Retention By-law and applicable policies.
- (g) Update and maintain the Advisory Committee/Board webpage, including posting of general information regarding membership, committee and board mandates, roles and responsibilities, meeting schedule, agendas and minutes.
- (h) Oversee the content and coordination of the Advisory Committee/Board SharePoint Information Portal in coordination with the Coordinator of Records Management and Freedom of Information and Staff Resource to the Advisory Committee/Board.
- (i) Prepare an annual Advisory Committee and Board Achievements and Priorities report for Council's consideration in coordination with the Staff Resource and Chair of the Advisory Committee/Board.
- (j) Coordinate and provide meeting support for subject specific Ad Hoc or Task Force established by Council as required.
- (k) Oversee Advisory Committee/Board communications in consultation with the Manager, Public Relations & Communications and Staff Resource.

2. Other departmental functions (10%):

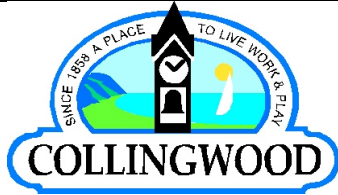
- (a) Perform clerical and administrative functions for the department, which includes photocopying, binding, scanning and sorting materials, as required.
- (b) Undertake research projects, as assigned, and assist with preparing reports to Stand Committee and Council.
- (c) Act as back up to the Coordinator, Clerk Services including but not limited to Deputy Registrar and Commissioner of Oaths and Affidavits functions.
- (d) Assist with the Municipal and School Board Election, as assigned.

Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g., safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

Knowledge, Skills and Experience

1. Diploma in Business or Public Administration or related discipline.
2. Three (3) years previous administration/office experience. Previous work experience in a municipal or public sector environment an asset.
3. Enrolment or completion of Municipal Administration Program, and Parliamentary Meeting Protocol Course an asset.
4. Knowledge of parliamentary procedures and Town's Procedural By-Law. Knowledge and understanding of Council/Committee protocol and municipal functions, current local/corporate/regional issues, and other government processes and functions, as well as that of other local agencies/boards that are closely involved with the Town.
5. Excellent minute taking and transcription skills, along with excellent administrative, communication, interpersonal, organizational, time management, customer service and public



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- relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public, fellow staff members, and members of various committees.
6. Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling highly confidential/sensitive information. Possess a high level of initiative and personal integrity.
 7. Thorough working knowledge of Windows and Microsoft Office applications, database management, and office equipment. Experience with electronic meeting management software (e.g., iCompass) an asset
 8. Valid Class "G" driver's license and reliable vehicle to use on corporate business. Ability and willingness to travel within the community as required.
 9. Possess a current Criminal Record & Judicial Matters Check (Level 2) with results satisfactory to the employer, and a valid standard first aid & CPR/AED Level C certification (or willing to obtain).

Physical Demands and Working Conditions

Physical Effort: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands require no undue fatigue regarding sitting, standing, walking and lifting. Daily tasks may include operating a computer, meetings, analysis of various information and computer work. Individual must operate office equipment such as computers, copiers, multi-function printers, scanners and adding machines. (100%)

Normal hours of work are thirty-five (35) hours per week including attendance at evening and weekend meetings as scheduled. Normal shifts will be seven (7) hours per day with a one (1) hour unpaid meal break and may include day, afternoon, evening or weekend shifts. Flexibility in scheduling is necessary as there may be the occasional requirement to change shifts, adjust work hours, attend to functions outside of normal work hours or work overtime as needed.

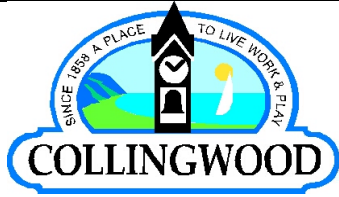
Physical Environment: Work is conducted in a standard office environment. (95%) Work involves travelling to other Municipal buildings or off-site locations, out of town meetings and training held in meeting rooms or conference rooms. (5%)

Sensory Attention: Visual concentration and repetitive keyboarding tasks. Ability to coordinate hands and eyes rapidly and accurately when using equipment. Periods of continual visual concentration and must be able to distinguish numbers and characters on an electronic screen. Vision abilities required include close vision, colour vision and ability to adjust focus. (70%) Requires the ability to read a variety of reports, letters/correspondence, etc. The ability to communicate effectively including explaining processes, instructions, and speaking before groups of people. (30%)

Stress: Limited mental stress, in normal situations with various pressures where the seriousness of the outcome will range from limited to uncertain. (85%) Occasional exposure to disgruntled members of the public. (10%) Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with difficult or emergency situations. (5%)

Contacts and Dimensions

Direct Reports:	0
Indirect Reports:	0
Total Employees Served:	0



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Other Working Relationships: Position communicates regularly with all levels of staff, Committee members, elected officials, the business community, community groups, contractors, and the general public.

Budget: n/a
Salary Budget: n/a

Signatures

Employee Name (print): _____ Date: _____

Signature: _____

Supervisor Signature: _____ Date: _____

Manager/HR Signature: _____ Date: _____