

POSITION: ORDER OF BUSINESS COORDINATOR JOB POSTING #: 2014-0163

DEPARTMENT:	Council Services	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543024
POSTING STATUS:	Temporary Full-time	POSITION #:	00000032
# OF POSITIONS:	1	GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$23.47 to \$27.58 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Reporting to the Supervisor of Council Services is responsible for the preparation of the Order of Business for City Council meetings; Preparation of by-laws, schedules, council questions, reports, minutes, communication package for Council meetings, and forwards for signature and distributes as required. Prepares committee reports for Standing Committee Meetings as required. Ensures that notification requirements are properly adhered to and issued for Council and Standing Committee reports; Processes by-laws; operates office equipment, compiles meeting statistics, provides counter and telephone service in answering inquiries; researches information on by-laws; records by-law amendments and assigns by-law numbers. Prepare and distributes Council Agendas. Loads and assists with the delivery of Council cart (approximately 30 lbs) for Council meetings. Ensures by-law amendments are indexed electronically; general office duties as assigned. Perform Occupational Health & Safety duties as outlined in the Corporate Health & Safety program; other duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency.
- Must have over one (1) year experience in a computerized office environment utilizing the Microsoft Suite of Products (i.e. Word, Outlook)
- Must have a minimum typing speed of 50 wpm.
- Must have excellent proofreading skills.
- Must be able to work without detailed direction or close supervision and have the ability to interpret written instructions.
- Must have excellent interpersonal and communication skills and ability to communicate with difficult customers.
- Familiarity with committee, board, and commission processes considered an asset.
- Experience with records management system would be considered an asset.
- Experience in a municipal setting considered an asset.
- Experience using Live Link Basis system or updating a website is considered an asset
- Will be required to lift up to 30 lbs.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none">• Thursday, July 3, 2014 at 8:30 AM to Wednesday, July 9, 2014 at 4:30 PM• APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD. |
| Who May Apply: | <ul style="list-style-type: none">• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices. |
| How To Apply: | <ul style="list-style-type: none">• Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above. |
| Apply To: | <ul style="list-style-type: none">• In person to the Human Resources Department or one of the Customer Care Centres• By faxing your Job Transfer Form and resume to the Human Resources Department |
| Updated: | <ul style="list-style-type: none">• By Human Resources on June 24, 2014 |