

POSITION: COUNCIL RESOLUTIONS COORDINATOR JOB POSTING #:

DEPARTMENT:	Council Services	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543028
POSTING STATUS:	Regular Full-time	POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$23.01 to \$27.04 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Under the direction of the Supervisor of Council Services, performs clerical duties originating from Council and Committee Reports meetings in accordance with municipal by-laws, provincial acts and the Licence Commission. Prepares and types items such as reports, resolutions from Council meetings, agendas, CAO Delegation of Authority Reports, Mayor's proclamations, etc and distributes as required to various departments for approval and forward final drafts to City Clerk & Licence Commissioner. On a weekly basis organizes, edits, and checks the City Clerk and Licence Commissioner's Council Meeting folder. Maintains files and books such as Council policies, Council minutes, resolutions, and CAO's books; Operates office machinery such as photocopiers and replenishes ink, staples, and filter when required; Assists in delivering heavy council cart to Council Chambers and removes files from the cart on a weekly basis; responds to general inquiries by telephone, email and in person at the counter and assists with searches of documents, processes cash and will issue receipts. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program; Performs other related office duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies.
- 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 60 wpm.
- Must have 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.
- Experience working with Livelink would be considered an asset.

POSTING SPECIFICS:

- Posting Period:**
- At 8:30 AM to at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- 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:**
- In person to the Human Resources Department or one of the Customer Care Centres
 - By faxing your Job Transfer and resume to the Human Resources Department
- Updated:**
- By Human Resources on March 28, 2011