

POSITION: COMMITTEE COORDINATOR

JOB POSTING #:

Department: Council Services

Union: 543

Posting Type: Corporate

Job code: 543034

Posting Status: Regular Full-time

Position #:

of Positions:

Grade/Class: 0.13

Shift Work Req'd: No

Salary Range: \$25.24 to \$29.67 per hour

Hours Per Week: 33.75

DUTIES:

Reporting to the Supervisor of Council Services, will coordinate the activities of committees and boards including preparation of agendas, recording and interpreting proceedings to ensure accuracy, composing correspondence, minutes and reports; conduct research, studies and investigations related to committee/board meetings. Provide functional instruction to clerical staff to enable the preparation and processing of agendas, minutes, notices, applications and petitions and distribution of same. Prepare, administer and monitor budgets for various committees. Provide advice to committees on policy, practices and ensure adherence to, by having thorough understanding of legislation, by-laws, corporate policy and Council resolutions and regulations including, Municipal Act, Local Improvement Act, Ontario Heritage Act and Assessment Act. Explain application processes, qualifications and fees to the public on such matters as encroachments, local improvements including issuance of Clerk's certificate, street and alley closings, etc. including determination of required documentation, eligibility, calculation and verification of signature and property ownership. Order property lists. Search corporate records for encroachments, local improvements and street and alley closings to respond to applications/queries. Compose and ensure accuracy of legal notices/newspaper advertisements as required pursuant to appropriate legislation. Assists with the conduct of the municipal election by supervising election staff and may act as a D.R.O. Assist Committee Chairpersons by preparing interview questions; conducting interviews to hire and provide instruction/guidance to non-union or contract employees involved in special work projects and/or programs. Liaise and display tactfulness in communicating with other departments, members of Council, public, and colleagues. Carry out other related assignments and duties as assigned. Performs Occupational Health & Safety duties as outlined in the Corporate Health & Safety program; performs other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary education in Office, Business or Public Administration, or Ontario Ministry of Education equivalencies; **OR**
- Must have an Ontario Secondary School Graduation Diploma, or Ontario Ministry of Education equivalency, combined with ten (10) full-time years experience with the Corporation of the City of Windsor in an administrative/secretarial/clerical position with successful completion of all three levels of the Computer Technology Certificate.
- Must have over 3 years progressive work experience in Municipal Government.
- Must have the ability to accurately interpret reports, by-laws, statutes and Council resolutions and be capable of working under considerable pressure in meeting deadlines.
- Must have excellent communication and interpersonal skills.
- Must have the ability to work independently often after hours while providing resource to Committees and acting as the City's representative.
- Previous experience in recording minutes and writing reports a definite asset.
- Enrollment in a Municipal Administration Program 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 Form and resume to the Human Resources Department.

Updated:

- By Human Resources on June 18, 2010