

**COMMITTEE CLERK****DEFINITION**

Reporting to the Deputy Municipal Clerk, the Committee Clerk provides specialized administrative and technical support of considerable responsibility to various boards, commissions, and advisory committees. The incumbent in this position deals with a wide variety of enquiries from Council and other officials, staff and the public regarding municipal bylaws, policies, regulations and committee decisions. Records management responsibilities are also an integral part of the position. Considerable independence of action and judgement is exercised in the performance of assigned duties. Unusual or complex problems and policy matters are discussed with the Deputy Municipal Clerk or Municipal Clerk.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:**

- Acts as Clerk for Council advisory committees and Special Committee of the Whole meetings; coordinates all meeting arrangements, prepares agendas and supporting materials; takes, transcribes, and edits minutes; advises on procedural and technical matters; undertakes research; and follows up on the actions and decisions of the committees and Council.
- Keeps the Municipal Clerk informed of Committee actions requiring Council or special administrative follow up and recommends appropriate action.
- Processes and answers enquiries from Council, officials, outside agencies, staff and the public regarding Council and committee proceedings and matters pertaining to municipal and departmental operations involving the explanation and interpretation of bylaws, regulations, policies, procedures and related background information.
- Maintains a variety of file systems and assists with the maintenance of the corporate wide records management program.
- Assists in the preparations for elections, by-elections and referenda as required.
- Prepares bylaws, legal and general notices, policies and procedures and a variety of routine and non-routine correspondence for the Deputy Municipal Clerk and Municipal Clerk.
- Undertakes research assignments for the Deputy Municipal Clerk and Municipal Clerk as required.
- Maintains Departmental web page.
- Performs other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:**

- Comprehensive knowledge of the operations and functions of the Office of the Municipal Clerk and other municipal departments applicable to the work performed.
- Working knowledge of municipal bylaws, policies, the *Local Government Act*, and other legislation applicable to the work performed.
- Working knowledge of the basic principles and practices of records management.
- Considerable knowledge of the functions and objectives of Council, Committee of the Whole and the various advisory committees served and of the rules and procedures used in meetings.
- Ability to compose, transcribe and edit minutes which involve interpretation of the collective sense of meetings, and the framing of motions often from general dialogue.

- Ability to compose accurate and effective legal notices, bylaws, policies and procedures, and other correspondence requiring interpretation of bylaws, policies, the *Local Government Act*, and other applicable legislation.
- Ability to interpret and explain a variety of technical information.
- Ability to deal tactfully in a cooperative advisory capacity with elected officials.
- Ability to work to frequent deadlines, perform work requiring attention to detail, independently attend various meetings often in overtime capacity, and work with minimum supervision.
- Ability to develop and implement new or modified office methods, systems and procedures which meet the needs of the department.
- Proven knowledge of the use of personal computers and computer based applications including advanced level word processing.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):
  - Adaptability - willingness to be flexible in a changing work environment
  - Relationship Building - establishes and maintains respectful and cooperative working relationships.
  - Effective Communications - communicates effectively with others.
  - Problem Solving - recognizes and acts to resolve problems.
  - Customer Focus - provides excellent service to both internal and external customers.

#### REQUIREMENTS:

- Grade 12 graduation or equivalent, plus a certificate in local government administration, public administration or related discipline.
- Minimum of three years related administrative experience in a local government environment.
- Minimum of two years experience acting as secretary to committees, boards, or commissions, at the local government level.
- Experience with personal computers and computer-based applications including advanced level word processing.
- Shorthand or other form of speedwriting.
- Keyboarding skills (minimum 60 wpm.)

#### STANDARDS:

- Support and uphold the established policies and objectives of the Municipality and the Department in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with the supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.