

Job Information

Job title	Committee Clerk		Job Code: CLKCOM	Pay Grade: G
Title of immediate supervisor	Deputy Legislative Manager			
Department/Division	Administration/Legislative Services			
Prepared by	N. Pallan			
Date Created	Mar 2, 2015	Revised date	August 11, 2020	

Job Purpose

Provides specialized administrative and technical support to various boards, commissions, and advisory committees. Deals with a wide variety of enquiries from Council and other officials, staff and the public regarding municipal bylaws, policies, regulations and committee decisions. Maintains a variety of records.

Duties and Responsibilities

- Provides administrative support to 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 the quadrennial municipal elections, by-elections and referenda as required.
- Prepares 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.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent, plus a one year certificate in local government administration, public administration or related discipline.
- Two years related administrative experience preferably in a local government environment, including two years of experience acting as secretary to committees, boards, or commissions.
- Experience with personal computers and computer-based applications including advanced level word processing and intermediate level excel.
- An equivalent combination of education and experience may be considered.
- Keyboarding speed of 60 wpm.

Physical Requirements

Limited physical activity required. Some lifting of (up to) 10lbs boxes and occasional use of a step-ladder is required generally for the maintenance of the Division's file system. Required long periods of sitting and focus/concentration in a meeting setting.

Working Conditions

Works in an office environment.