

## Job Information

Job title	<b>Senior Committee Clerk</b>	Job Code: CLSCM	Pay Grade: J
Title of immediate supervisor	Municipal Clerk		
Department/Division	Legislative Services		
Prepared by	N. Pallan		
Date Created	Mar 2, 2015	Revised date	May 18, 2016
Dept Head Signature		Date	

## Job Purpose

Provides administrative and technical support to various boards, commissions, and advisory committees. Shares with other Senior Committee Clerks a variety of programs and statutory duties as listed below. Deals with a wide variety of enquiries from Council and other officials, staff and the public regarding municipal bylaws, policies, regulations and committee decisions.

## Duties and Responsibilities

- Responsible for **one** of the following five areas:
- 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.
- 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.
- Assists in the preparations for the quadrennial municipal 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 Municipal Clerk.
- Undertakes research assignments for the Municipal Clerk as required.
- Performs other related duties as required.

### Area 1

#### Local Area Service and Alternative Approval Process Program

- Assists the Municipal Clerk in coordinating this program. In accordance with the Community Charter and Saanich bylaws and policies, prepares legal notices and petitions, reports to Council, and bylaws. Reviews the technical information provided by other departments. Provides advice to Council, staff and the public with respect to local improvements and specified areas.

#### Bylaws and Policies Program

- Reviews and revises bylaws and policies for changes required by Council decisions. Prepares bylaw and policy amendments and consolidations, and new bylaws and policies. Provides advice to Council, staff and the public on new and amended bylaws and policies.

#### Council/Committee of the Whole Agenda

- Coordinates the preparation of the weekly Council/Committee of the Whole agendas, and prepares or processes all Council correspondence and technical and legal documents.

## Area 2

Information and Privacy Advisor (shared with a second incumbent)

- Assists the Deputy Municipal Clerk and Municipal Clerk in administering the *Freedom of Information and Protection of Privacy Act* by receiving, tracking, processing and preparing responses to requests for information. Provides advice to Council, staff and the public with regard to the *Act* and Saanich's FOI policies and regulations.

Assistant Deputy Chief Election Officer or Deputy Chief Election Officer

- Assists the Deputy Municipal Clerk and Municipal Clerk in coordinating the triennial elections, by-elections and referenda in accordance with the *Local Government Act* and Saanich policies and regulations. Arranges for voting places and election staff; prepares statutory notices, reports and correspondence; assists in preparation of the list of electors; provides complex and technical information and advice to Council, candidates, staff and the public with regard to the election process; trains election staff.

Records Management

- Assists the Legislative Manager and Deputy Legislative Manager in the coordination of the corporate records management program, including providing information and support to Departments; and undertakes administrative functions to support and maintain the division records.

## Area 3

Information and Privacy Advisor (shared with a second incumbent as noted above)

Board of Variance

- Provides administrative and technical support to the Board, providing advice on procedural matters, its powers under the *Local Government Act*, and Saanich bylaws, policies and regulations. Prepares statutory notices and correspondence. Reviews the technical information provided by other departments. Provides information and advice to Council, staff and the public with respect to the Board and its decisions.

## Area 4

Public Hearings

- Assists the Municipal Clerk in coordinating the Public Hearing process. Attends Public Hearings as Clerk, providing advice to Council on procedures as set out in the *Local Government Act*, Saanich bylaws and policies, and the opinions of the Municipal Solicitor. Prepares statutory notices, bylaws, and correspondence. Recommends the scheduling of items and representation from other departments. Provides information and advice to Council, applicants, staff and the public with respect to the process and Council's decisions.

Web Clerk (shared with incumbent of Area 5)

- Maintains the web pages for the Division, Council. Works with the Information Technology Division on design changes to the web site.

## Area 5

Council Clerk

- Attends weekly Council and Committee of the Whole meetings; takes, transcribes and edits minutes; prepares complex and technical correspondence on actions and decisions of Council. Provides information, interpretation and advice to municipal departments and the public with respect to Council decisions and directives.
- Maintains the web pages for the Division, Council.

## **Qualifications**

- Grade 12, supplemented by a one year certificate in local government administration, public administration or related discipline, and additional courses on topics such as *Freedom of Information and Protection of Privacy*, records management, parliamentary procedure and communications.
- Three years related administrative experience in a local government environment, including two years of 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, intermediate level excel and website applications.

- An equivalent combination of education and experience may be considered.
- Shorthand or other form of speedwriting.
- 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.