



Council Committee Services Coordinator

People, Place, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

Job Profile

There is an opening for a Council Committee Services Coordinator within the Corporate Services Department, Clerk's Division. The current regular hours of work are in accordance with the collective agreement, however, currently are 8:30 a.m. to 4:30 pm., Monday to Friday. Overtime is per the Collective Agreement. Reporting to the Manager of Council and Committee Services/Deputy City Clerk, and located at City Hall, this position is responsible for, but not limited to, the following duties:

What you will be doing

- Coordinates the daily activities in support of Standing, Advisory Committees, and Committee of Adjustment, including intake and tracking of Committee of Adjustment application fees.
- Responsible for the preparation of Committee and Council Agendas for the City's website, creating, and publishing Notices for special Committee and Council meetings, as well as maintaining and updating the Schedule of Meetings Calendar and By-laws located on the City's website.
- Attends in person Council, Committee of Adjustment and Standing and Advisory Committee meetings as assigned.
- In addition to ensuring that all reports are coordinated through the electronic workflow, prepares letters and memorandums to follow-up on any actions/directions stemming from a Council, Standing Committee or Committee of Adjustment decisions.
- Assists with preparing reports and bylaws by researching relevant information and legislation.
- Manages and coordinates citizen and volunteer appointments to boards and committees and makes recommendations for appointment to Council.
- Calculates circulation areas; processes mailings; adheres to timelines as provided for in the Planning Act; and, follows up for objections and appeals to the Ontario Land Tribunal (OLT) for Council and Committee of Adjustment decisions.
- Maintains all policies of the Corporation and works with City Divisions to ensure policies are reviewed and updated.
- Handles confidential matters regarding land purchase, labour relations, and legal issues affecting assets, records, or liabilities of the municipality.
- Provides procedural advice to Council and Committees to ensure that meetings are run in a professional manner and comply with the City's Procedure By-law.
- Provides administrative customer service support in the daily functions of the Clerk's Office.
- Forms part of the municipal elections support team in the delivery of municipal elections.
- Communicates with the public, City Divisions/Departments, external agencies, Committee members and Council about legislation and processes.
- Acts as a Commissioner for Taking Oaths and Affidavits and Deputy Issuer/Deputy Division Registrar for Burial Permits and Civil Marriage Ceremonies.

Education

Undergraduate Level - Three years or equivalent in Political Science or similar.

Post-secondary diploma in Planning, Public Administration, or related field with courses in Planning, Municipal Law or administration is an asset.

Experience and Knowledge

- Three years of experience in a related role including minute taking and interpreting political decisions accurately in a local Government environment at the Committee and Council level.
- Knowledge of legislation pertaining to local government, and in particular, the Municipal Act, Planning Act, Statutory Power Procedures Act, and the Municipal Elections Act is preferred.
- Training in or familiarity with Robert's Rules of Order is preferred.
- Completion or enrolled in the Municipal Administration Program and/or Municipal Primer on Planning Course is preferred.
- Excellent verbal and written communication and interpersonal skills, with the ability to deal courteously and effectively with all levels of staff and the public; discretion and good judgement when handling confidential/sensitive information.
- Highly organized with time-management and multi-tasking skills and ability to meet mandated legislative deadlines and to work independently.
- Excellent conflict resolution skills.
- An aptitude for detail, accuracy, and precision.
- Demonstrated ability to read and interpret legislation.
- Ability to work in and encourage a team-oriented environment, including cross-training.
- Competency in various computer software programs including Microsoft Office (Outlook, Word, Excel, PowerPoint) Adobe, Voterview, ArcView GIS, eSCRIBE and AMANDA software applications is preferred.
- Knowledge and proficiency with accessible document preparation and website design (e.g. WCAG 2.0) is an asset.
- Ability to work outside regular business hours as required.
- Knowledge of the Cambridge community is an asset.

We will ask you for these items if you are hired

Proof of your current and valid certificate(s) and/or educational qualifications.

Worker Health and Safety Awareness Training certificate from the Ministry of Labour. (may be obtained post offer)

Valid G driver's license.

Your compensation

This position is within Grade 7 of the inside workers union Salary Schedule and has an annual salary range of \$68,086 - \$72,363. Comprehensive benefits package included. Enrolment in Ontario Municipal Employees Retirement System (OMERS).

Location of position

This position is located at City Hall, 50 Dickson Street, Cambridge, Ontario.

Hours of work

The current regular hours of work are in accordance with the collective agreement are 8:30 a.m. to 4:30 pm., Monday to Friday (35 hours per work). Some evening work is required each month in

support of Council and Committee members which occur outside of core hours. Overtime is per the Collective Agreement.

Advertisement expiration date

Interested candidates should apply at www.cambridge.ca/careers. This posting will close on August 23, 2024.

Accommodation needs and protection of privacy

The City of Cambridge recognizes and appreciates diversity and inclusion enhances our public value commitment.

We strive to create an accessible and inclusive experience and encourage all qualified people to apply, including and especially people from equity-deserving groups. Qualified applicants will receive consideration for employment with honour and respect toward their individual dimensions of diversity.

We strive to remove barriers that may prevent qualified applicants from fully participating in the recruitment and selection process. Accommodation in accordance with the Ontario Human Rights Code and other applicable legislation is available throughout all stages of the recruitment and selection process. Contact HRServices@Cambridge.ca to make your needs known in advance.

For more information on our Employment Equity, please read our full [policy](#).

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.