

JOB DESCRIPTION

POSITION:	COUNCIL AGENDA COORDINATOR		
DEPARTMENT:	Council Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543026
HOURS OF WORK:	33.75	GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Supervisor of Council Services, this position will be responsible for advising requestors on eligibility of requests to Council, as well as compiling Council Reports and the creation of the weekly Council Agenda, monthly Standing Committee Agendas and Committee Reports (and any special meetings of Council called for by the Mayor) as well as the Order of Business in hard copy and electronic format. This requires organizing delegation requests and determining which Council Reports should be listed as consent items, in accordance with the Procedure By-Law. Will prepare and place Civic Corner Advertisements and ensure web-site readiness of the Agenda, Order of Business and Delegation Lists. Coordinate the gathering and listing of proposed agenda items for the "Weekly Agenda Review" meeting; Liaise weekly with Information Technology staff regarding the audio/visual requirements of presenters/delegations for the Council meetings; Act as the lead coordinator for the preparation of Communications and By-laws with the staff on the Council Documents Team; Coordinate the Council Agenda Distribution List and ensure the compilation of the Council Agenda packages for delivery to the Mayor, Members of Council, administration, media and customers; Respond to counter, telephone and email inquiries; Accurately type and maintain files and correspondence often on tight deadlines; Ensure that notification requirements are properly adhered to and issued for Council and Standing Committee reports; Search for and enter City Council Agendas, minutes, by-laws etc., using the Live Link Basis System; Maintain amiable relations with the public and staff; Serve as back-up to the "Order of Business Coordinator", which would involve preparing the Communications package, by-laws, and Order of Business. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post-secondary education in Public, Office or Business Administration, or Ontario Ministry of Education equivalency; OR
- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency plus ten (10) full time years of experience with the Corporation of the City of Windsor in an Administrative/Secretarial/Clerical position with successful completion of all three (3) levels of the Computer Technology Certificate;
- Must have over one (1) year of experience working in a computerized office environment with operating knowledge of Word, Outlook and Excel;
- Must have a minimum typing speed of 50 wpm;
- Must possess good proofreading skills, written and oral communication skills and interpersonal skills;
- Must be able to work with minimal instruction or supervision;
- Must have a pleasant, courteous manner and demonstrate an ability to deal with customers in a professional manner;
- Experience using the Live Link Basis system is considered an asset;
- Experience maintaining a website is considered an asset;
- The physical demands analysis associated with this job indicates a limited / sedentary level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.