

Job Posting #:

Job Title: COUNCIL RESOLUTIONS COORDINATOR - 543028

Department: Council Services

Union: C.U.P.E. Local 543

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

DUTIES AND RESPONSIBILITIES:

Reporting to the Supervisor of Council Services, this position will be responsible for clerical duties originating from Council, Standing Committee and Licensing Commission meetings in accordance with municipal by-laws and provincial legislation. Prepares and types items such as reports, resolutions from meetings, agendas, CAO Delegation of Authority Reports, Mayor's proclamations, etc. Marks and distributes abstracts as required to various departments for approval. Maintains files and books such as Council policies, Council minutes, resolutions, and CAO approval books; Prepares amendments/corrections and enters accordingly into files/books/websites; Operates office machinery such as photocopiers and replenishes ink, staples, when required. Packages and prepares for internal delivery the Council Package to the Mayor's office, CAO's office, CLT and Media Slots; Assists in delivering heavy council cart to Council Chambers and removes files from the cart on a weekly basis; Disseminates resolutions and action items and files them accordingly; responds to general inquiries by telephone, email and in person at the counter and assists with searches of documents, processes cash and will issue receipts as required. 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 or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience in a computerized office environment utilizing the Microsoft Suite of Products (i.e. Word, Outlook);
- Must have a minimum typing speed of 55 wpm;
- Must have proofreading skills;
- Must be able to work without detailed direction or close supervision and have the ability to interpret written instructions;
- Must have excellent interpersonal and communication skills and ability to communicate with difficult customers;
- Experience working with both Agenda.Net and Live Link will be considered an asset;
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WORKING CONDITIONS:

Shift Work Req'd: Error! No document variable supplied.

PHYSICAL REQUIREMENTS:

The physical demands analysis associated with this job indicates a limited / sedentary level of work.

POSTING SPECIFICS:

Who May Apply:

Current employees of the Human Resources Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

In person to the Human Resources Department

Update:

By Human Resources on February 1, 2017.

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.