

JOB DESCRIPTION

POSITION:	COMMITTEE COORDINATOR		
DEPARTMENT:	Council Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543034
HOURS OF WORK:	33.75	GRADE/CLASS:	0.13
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Supervisor of Council Services, this position will coordinate the activities of committees and boards including preparation of agendas, recording and interpreting proceedings to ensure accuracy, composing correspondence, minutes and reports; conduct research, studies and investigations related to committee/board meetings. Provide functional instruction to clerical staff to enable the preparation and processing of agendas, minutes, notices, applications and petitions and distribution of same. Prepare, administer and monitor budgets for various committees. Provide advice to committees on policy, practices and ensure adherence to, by having thorough understanding of legislation, by-laws, corporate policy and Council resolutions and regulations including the Municipal Act, Local Improvement Act, Ontario Heritage Act and Assessment Act. Explain application processes, qualifications and fees to the public on such matters as encroachments, local improvements including issuance of Clerk's certificate, street and alley closings, etc. including determination of required documentation, eligibility, calculation and verification of signature and property ownership. Order property lists. Search corporate records for encroachments, local improvements and street and alley closings to respond to applications/queries. Compose and ensure accuracy of legal notices/newspaper advertisements as required pursuant to appropriate legislation. Assists with the conduct of the municipal election by supervising election staff and may act as a D.R.O.; Assist Committee Chairpersons by preparing interview questions, conducting interviews to hire and provide instruction/guidance to non-union or contract employees involved in special work projects and/or programs. Liaise and display tactfulness in communicating with other departments, members of Council, public, and colleagues. Carry out other related assignments and duties as assigned. 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 from a Community College in Office, Business or Public Administration, or Ontario Ministry of Education equivalencies; 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 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 three (3) years of progressive work experience in Municipal Government;
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have the ability to accurately interpret reports, by-laws, statutes and Council resolutions and be capable of working under considerable pressure in meeting deadlines;
- Must have excellent communication and interpersonal skills;
- Must have the ability to work independently often after hours while providing resource to Committees and acting as the City's representative;
- Previous experience in recording minutes and writing reports is a definite asset;
- Enrollment in a Municipal Administration Program would be 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,

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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.