
Position Vacancy: Council & Committee Clerk

Great City, Great Work, Great Future!

DEPARTMENT:	Legislative Services	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week*	SALARY:	\$50,660 to \$59,626 annually

The City of New Westminster is in search of an experienced, detail oriented and professional Council & Committee Clerk to provide specialized administrative support to City Council as well as various standing and special interest Committees, Boards, and Commissions. Reporting directly to the City Clerk, you will also be responsible for relieving the City Clerk of a variety of administrative detail as well as coordinating, supervising and reviewing the work of other Legislative Services staff. You will be responsible for preparing agendas, compiling supporting information, recording minutes at Council and committee meetings, following up on actions and decisions and supporting annual and special events. Other duties include: processing and expediting reports, briefs and supportive material to Council, committee and board members; assisting in organizing the annual committee recruitment process; advising on procedural rules during meetings; coordinating meeting schedules; conducting research and drafting reports; providing information and assistance to staff, officials and the general public, assisting the City Clerk with the electoral process and conduct of municipal elections and performing other related work as required.

Requirements include:

- Grade 12 graduation, supplemented by courses or certification in local government administration, secretarial, shorthand and/or speed-writing plus considerable related experience in a similar role along with sound working knowledge of municipal procedures. An equivalent combination of education, training and experience as acceptable to the employer may be considered.
- Advanced working knowledge of the Community Charter, the Local Government Act and Freedom of Information and Protection of Privacy Act and the Municipal Election process.
- Strong working knowledge of municipal law and legal requirements applicable to the work.
- Strong working knowledge of the functions and objectives of various committees and of the rules of procedure (such as Robert's Rules of Order) used in meetings.
- Considerable knowledge of modern office practices and procedures and of the rules, policies and regulations applicable to the work.
- Demonstrated knowledge of the operations and functions of various municipal departments.
- Advanced skill set in computer applications such as Microsoft Office Suite 2010 (ie. Outlook, Word, Excel), Adobe Acrobat, Tempest and JD Edwards.
- Considerable knowledge and experience in budget development, administration and processes.
- Sound experience in website management.
- Sound experience in preparing electronic agendas and electronic document management.
- Skill in taking and transcribing utilizing a variety of methods (i.e. speedwriting/laptop etc.) with a high degree of speed and accuracy combined with the ability to type rapidly and accurately at a minimum of 65 wpm.
- Ability to conduct research, analyze data and information, and prepare recommendations and reports.
- Ability to coordinate meeting arrangements, prepare agendas and supporting material.
- Ability to take, edit, transcribe and distribute minutes, which involve interpretation of the collective sense of meetings, and the framing of motions often from general dialogue.
- Ability to demonstrate tact, diplomacy and confidentiality when dealing with a variety of internal and external contacts.
- Ability to demonstrate exceptional customer service to a variety of internal and external contacts.
- Ability to operate a range of standard office equipment, such as computers, transcription machines and other forms of recording equipment. Knowledge of video streaming is considered an asset.
- Ability to work flexible hours is essential as the position will require availability for evening meetings.

***7 consecutive hours per day scheduled between 8:00 am and 10:00 pm.**

Apply by sending your resume quoting **competition #15-49, by July 8, 2015** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

*We thank all applicants in advance; however, only those selected for an interview will be contacted.
The City of New Westminster is committed to employment equity. We welcome diversity and encourage applications from all qualified individuals.*