

Town of Caledon

make a difference



Job Title: Coordinator, Council Committee

Closing Date: June 2, 2016

Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

- Coordinate the Council/Committee secretariat functions including the assembly and disbursement of agendas, draft motions and minutes within the required time frame; print Confidential reports; schedule and coordinate all delegations; arrange catering for Council/Committee meetings
- Coordinate and distribute Agenda Review materials to Senior Management Team (SMT) within the required time frame
- Prepare Council Chamber/Meeting Rooms for meetings and clean-up following meeting
- Respond to internal and external requests for information on Council/Committee decisions
- Maintain listing of pending Council/Committee business items by monitoring when items have been reported and follow up with respective departments
- Provide functional advice to Council, Committees and staff on the administration of the Town's Procedural By-law
- Ensure adherence to report and by-law writing guidelines and formats, and update guidelines and associated procedures as required
- Prepare reports to Council as required
- Establish, coordinate and maintain annual Council/Committee meeting schedules
- Maintain records regarding Council Committee appointments including terms of reference, contact information, appointing by-law or resolution, meeting schedules, agendas and minutes
- Assist with the municipal election and the coordination of the inaugural meeting of council as required
- File original by-laws and ensure complete documentation is filed with the by-law
- Update and maintain the Legislative Services section of the Town's website
- Maintain accurate council and committee records
- Develop, maintain and work to improve job related standard operating procedures



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- Receive and assist with incoming inquiries to the Legislative Services Section

The Ideal Candidate

Candidates for this position will have the following training, education and experience or equivalent:

- Training and knowledge in the above, normally acquired from a post-secondary degree or diploma in Legal, Executive or Business Administration, or closely related field
- Minimum 5 years related experience in an administrative role including 2 years in municipal government
- Completion of AMCTO Municipal Administration Program and Parliamentary Procedures are an asset
- Working knowledge of the Municipal Act and processes related to Council/Committee Services and municipal elections
- Excellent verbal and written communication skills
- Organizational skills with attention to detail and ability to meet deadlines
- Superior interpersonal skills including the ability to work effectively in a team environment
- Demonstrated ability to exercise significant discretion and sensitivity
- Ability to work effectively under time constraints with attention to detail and prioritize work
- Computer proficiency in MS Office (Word, Excel, Outlook, Power Point) and Adobe. Experience working with electronic agenda software is an asset

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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