

PORT MOODY

CITY OF THE ARTS

The City of Port Moody is a growing community of 34,000 residents located 30 minutes east of downtown Vancouver at the head of the Burrard Inlet and just steps from seaside parks, mountain trails and lakes. To achieve our mission of providing services that enhance the quality of life for all of our residents, we are looking for motivated individuals to complement our team.

Title Legislative Services Assistant

Job ID 17-85

Posting Period November 16 - 26, 2017

Position Overview The Legislative Services Assistant reports to the Deputy Corporate Officer and provides administrative support for Council meetings and other Legislative Services functions, including customer service, reception, records management, information and privacy, and elections.

Responsibilities The Legislative Services Assistant:

- Provides pre- and post-Council meeting support;
- Is responsible for Bylaw and Agreement filing;
- Provides front line reception and customer service;
- Is responsible for mailroom oversight and duties;
- Provides election support; and
- Provides general clerical and administrative support to the Legislative Services Division.

Requirements Please note that employment with the City of Port Moody is subject to the receipt of a satisfactory Police Information Check as well as a satisfactory Driver's Abstract.

Please apply online @ www.portmoody.ca/jobs by the posting close date.

- Basic Qualifications**
- Up to 6 months of post-secondary courses in business or office administration and a minimum of 2 years of related experience in public service administration and / or a legislative environment;
 - Experience in a frontline municipal position responding to related public enquiries
 - Experience with municipal office procedures;
 - Knowledge of the *Local Government Act*, *Community Charter* and the *Freedom of Information and Protection of Privacy Act*;
 - Knowledge of statutory and administrative policies and procedures;
 - Experience maintaining an electronic filing system;

 - Knowledge of municipal elections, procedures and legislation;
 - Excellent organizational and time management skills;

 - Customer service experience
 - Excellent interpersonal skills, including tact, diplomacy and good judgement; experience working closely with elected officials and senior management is an asset; and
 - Advanced experience with MS Office programs is required; experience with CLASS, Agresso and Maintenance Connection is an asset;

Compensation - Hourly \$28.39 - \$30.57

Compensation & Benefits Overview The City of Port Moody strives to be an employer of choice and offers an excellent benefits package as well as professional development opportunities.

