

Legislative Coordinator (Job #005)

Working within our Strategic Plan of People, Place, and Prosperity, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to make the City of Cambridge a place for people to prosper – alive with opportunity.

We are looking for a proficient **Legislative Coordinator** within the Corporate Services Department, Clerk's Division. As the Recording Secretary for City Council's Planning Committee, you will prepare for and attend in-person council and committee meetings, as assigned. This will include preparing for, attending in-person and answering as the first point of contact any inquiries related to the meeting along with preparing the formal minutes for record keeping purposes. You will also provide administrative support to the assigned committee(s), ensure that all reports are coordinated through the electronic workflow and agenda management and follow up on all communications and dissemination of information resulting from actions of the meetings and/or direction from council including preparing letters and memorandums. This role will also focus on customer service assisting the division with the processing of affidavits and other duties related to the functioning of the clerk's office. Acting as the Deputy Division Registrar for the Province, you are responsible for helping manage vital statistics including marriage licensing and burial permits. Organizational and attention to detail skills will be essential while maintaining records and tracking document retention requirements for the division. Additionally, this role circulates and tracks public meeting information for the Planning Division related to Zoning by-law and Official Plan Amendments; calculates circulation areas; processes mailings; adheres to timelines as provided for in the Planning Act; and, follows up for objections and appeals to the Ontario Municipal Board. Under the direction of the Clerk, provide assistance with the administration of the municipal election.

Minimum requirements:

- Three year post-secondary diploma or degree in Political Science or Public Administration, or similar field of study.
- Municipal Administration Program through the Association of Municipal Clerks and Treasurers of Ontario (AMCTO), or willingness to complete.
- Two to three years of experience in a related role including minute taking and interpreting political decisions accurately in a local Government environment at the Committee and Council level.
- Knowledge of legislation pertaining to local government, and in particular, the Municipal Act, Planning Act, Vital Statistics Act, and the Municipal Elections Act is an asset.
- Competent in various computer software programs including Microsoft Office, Adobe, Election Voterview, BizPal, and On-Point (user role).
- Ability to work outside regular business hours as required.

This position is within Grade 6 of the CUPE Local 1882 Salary Schedule and has an annual salary range of \$55,567 to \$59,057, based on working 35 hours per week. We offer a comprehensive benefit package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

To be considered for this opportunity, we invite you to visit www.cambridge.ca/careers and apply for this position by 7:00pm on September 25, 2017.

If you require support or accommodation due to a disability, please contact hraccessibility@cambridge.ca or 519-740-4680, extension 4446.

Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act. This information will be used to determine eligibility for employment with the City of Cambridge only. If you have any questions about this collection of personal information, you can contact the Freedom of Information and Privacy Co-ordinator, Clerks Division, at 519-740-4680, extension 4583.