

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 (Council and Committee)** with the Corporate Services Department, Clerk's Division, with an anticipated start date of January 2, 2018. You will coordinate and oversee the daily activities in support of managing the operation of standing committees – Council and Committee meetings. Through collaboration with other departments, you will prepare for and attend in-person for council and committee meetings as assigned, where you will take formal minutes for record keeping purposes. Providing administrative support to the assigned committee(s), you will 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. Using your research skills, you will assist with preparing reports and bylaws. Additionally, you will provide liaison support, working with Council Committees and ensuring that all citizen appointments are tracked and filled. This role will support the day-to-day operations of the Clerk's department including processing affidavits. Under the direction of the Clerk, you will provide assistance with the administration of the municipal election.

Minimum requirements:

- Three year undergraduate 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.
- 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, Statutory Power Procedures 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 haccessibility@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 Coordinator, Clerks Division, at 519-740-4680, extension 4583.