

Legislative Assistant – Term Position (February 2018 – March 2019)

Full Time – Reports to Manager of Corporate & Legislative Services

Monday – Friday – 35 hours per week

Definition:

Under the direction of the Manager of Corporate & Legislative Services the Legislative Assistant (LA) is responsible for performing a wide range of professional administrative duties under tight deadlines and requiring a high level of accuracy, confidentiality and discretion.

TYPICAL DUTIES AND RESPONSIBILITIES

The position assumes corporate administrative and other duties including, but are not limited to, preparing Council and Committee agendas and minutes, preparing correspondence arising out of Council decisions; recording and transcribing minutes; preparing bylaws and reports; assisting Council and senior management in administering municipal policies and procedures; and other work of complex and confidential nature.

Legislative Duties:

Administrative duties include, however are not limited to:

- Assist the Manager of Corporate & Legislative Services in secretarial capacity relieving them of routine administrative details
- Draft correspondence, reports, memos and policies as directed
- Assist or lead special projects within Corporate & Legislative Services or as multi-departmental projects
- Assist with the development and coordination of new Council orientation
- Prepare agendas for Regular, In Camera and Committee of the Whole and other Committees as assigned in draft form for approval including insuring that necessary reference material is accumulated, compiled and/or duplicated prior to Council or Committee meetings; distributes agendas and attachments and posts on the website
- Attends Council and/or Committee meetings and takes, edits, transcribes and prepares draft minutes for approval; prepares list of action items from the completed minutes
- Coordinate all aspects of Public Hearings liaising with Operations & Development Services; this includes compilation of the Public Hearing agenda package, ensuring documentation is posted on the website and available at the front office, advertising and notice distribution, receiving petitions or correspondence and minute taking
- Assist with respect to various statutory requirements relating to the processing of bylaws including preparing statutory notices required to be published by the Village
- Act as Deputy Chief Election Officer and coordinates all tasks associated with the running of an election or referendum

- Provide a wide variety of information and assistance to various internal and external contacts; researches, records minutes, prepares agreements, correspondence and documents as required
- Stay abreast of changes in provincial legislation and advises other affected departments
- Draft bylaws and amendments to bylaws for approval
- Provide administrative support and coordination to committees as assigned
- Perform related duties as assigned or required.

Records Management Duties:

The Records Information Management function is performed by the Designated Records Officer and is responsible for the following duties:

- Project Lead of the Records Management Project
- Assist the Manager of Corporate & Legislative Services with legislative compliance (i.e. FOIPPA)
- Control of records from creation to final disposition
- Management and maintenance of the records management system and is authorized to create and maintains the records management system
- Implementation of a manual of procedures and policy (the “Records Management Manual”)
- Maintain coding, filing, storage, retrieval and cross reference index systems for correspondence, bylaws, minutes, reports, petitions, deeds, restrictive covenants, agreements, contracts and other corporate documents

Freedom of Information Duties:

Assists the FIPPA Head with the following responsibilities in accordance with the FOIPPA Act:

- Assist and respond to applicants who make requests for access
- Coordinate processing freedom of Information and privacy requests
- Liaise with other Departments to arrange for records searches
- Provide access to records where applicants and/or the public are entitled
- Any other delegated duties under the Freedom of Information and Protection of Privacy Act

Knowledge, Skills and Abilities on the Job:

- Work effectively as a team, being respectful of all others and pitching in when needed
- Ability and interest to take initiative, and to present a pleasant, friendly, helpful and positive manner at all times
- Strong letter writing and general writing skills, including proficiency in business English, spelling and punctuation
- Skill in taking and ability to accurately and concisely compose, transcribe and edit Council and Committee minutes
- Ability to interpret rules, regulations and policies and to make decisions based upon them
- Ability to meet and deal tactfully and effectively with persons representing professional, public and community groups in providing a wide variety of Municipal information
- Working knowledge of personal computers and computer based applications
- Ability to establish and maintain effective working relationships with supervisors, municipal officials, other employees and the general public
- Discrete with ability to maintain a high level of confidentiality
- High attention to detail and good organizational skills
- Ability to cope under pressure and to work to deadlines
- Experience and/or familiarity with office processes and desktop applications including MS Office, with intermediate level skills in Excel
- Familiar with a broad range of administrative practices
- Knowledge of RIM and FOIPPA practices, procedures and legislation
- Available to attend evening meetings if and when required and to work weekends for special events such as elections or community events hosted by the Village or in emergency situations

Required Training and Experience:

- Completion of post-secondary studies, ideally with a Certificate of Local Government Administration
- Minimum three (3) years administrative assistant experience in a local government environment or an equivalent combination of education and experience.
- Experience working with the LGMA records management system
- Demonstrated ability with Microsoft Outlook, Word, Excel, and PowerPoint