

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(CITY CLERK'S DIVISION – LEGISLATIVE SERVICES – LOCATION – 71 MAIN ST. W.)

LEGISLATIVE ASSISTANT

SUMMARY OF DUTIES

Reporting to the Manager, Legislative Services/Deputy Clerk is responsible for assisting the Legislative Coordinators in the effective co-ordination of legislative and administrative services to Standing Committees, Tribunals, Sub Committees, Advisory Committees and Council.

Accountable for achieving sectional Divisional goals and objectives Results oriented in a deadline driven environment.

Possesses a demonstrated record of working in a team-oriented environment

Able to work independently on multiple priorities and ensures deadlines are adhered to and established procedures followed.

GENERAL DUTIES

Responsible for assisting the Legislative Coordinators in the effective coordination of Standing Committees, Sub-committee and Council meetings.

Responsible for assisting the Legislative Coordinators with the preparation of Agendas, Minutes, Reports of Standing Committee, Sub-Committee and Council meetings, when required.

Responsible for the preparation of Agendas, Minutes, Reports of their assigned Sub-Committees.

Provides procedural advice and legislative assistance to the Committee Chairs of their assigned Sub-Committees, as required.

Attends and provides the respecting Legislative Coordinator with assistance at Standing Committee, Sub-committee and Council meetings.

Assists the Legislative Coordinators with the notifications sent to all interested parties of decisions of Committees and Council by preparing official correspondence including correspondence to other levels of Government and Outside Organizations, when required.

Responsible for setting up the Standing Committee, Sub-committee and Council meetings in YouTube on a weekly/daily basis;

Responsible for assisting the Legislative Coordinator with the livestreaming of Standing Committee, Sub Committee and Council meetings.

Attends agenda review meetings, as required.

Assists with maintaining the lists of Outstanding Business Items on eSCRIBE.

Assists with maintaining the Committee Listing and Calendar on the website.

Assists with the training of new staff on eSCRIBE.

Liaises with Elected Officials, Senior Management Team, staff, other levels of government on city issues, as required.

Answers inquiries from the general public, members of Council and staff, as required.

Assists with the administration of eSCRIBE during and after the implementation of Report Manager and the Minutes Modules (setting up report authors with their workflows, etc.)

Assists with the administration of eSCRIBE during and after the implementation of Board Manager (inputting and updating information, etc.)

Assists with the recruitment of citizen members for Committees of Council.

Assists with marriage ceremonies (setting up of the room, filling out the forms, etc.).

Assists the primary contact for the Advisory Committees, as required.

Maintains the Conflict of Interest Registry on the City's website (by following up after meetings with the Councillors who have declared conflicts, ensuring that they are submitting the form as required and having the form uploaded to the web).

Assists with Planning Committee/Department follow up, when required.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Must be able to demonstrate a level of expertise related to the duties described above, normally acquired through a combination of education and work-related experience, preferably in a Municipal Clerks/Legislative setting.
2. Excellent interpersonal and written communication skills and ability to deal diplomatically with all levels of management, staff, elected officials and the public.
3. Excellent and effective time management skills.
4. Experience in a computerized environment with a proficiency in Microsoft Windows – Word, Excel, Outlook, PowerPoint and Adobe Acrobat.
5. Must be willing to complete the Municipal Administration Program through AMCTO.
6. Knowledge and ability to interpret parliamentary practices and procedures. Knowledge and understanding of general statutes governing municipal operations in Ontario
7. Acute sense of confidentiality and judgment required.
8. Must be available to perform duties outside normal business hours, in a fast paced, deadline-oriented environment.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
