

CITY OF HAMILTON

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

LEGISLATIVE COORDINATOR

SUMMARY OF DUTIES

Reporting to the Manager of Legislative Services/Deputy Clerk is responsible for effective co-ordination of legislative and administrative services to Standing Committees, Tribunals, 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 the effective coordination of Standing Committee, Sub-committee and Council meetings.

Prepares Agendas, Minutes, Reports of Standing Committee, Sub-Committee and Council meetings

Attends Standing Committee, Sub-committee and Council meetings as required.

Responsible for Live Video Streaming of Standing Committee and Council meetings

Co-ordinates and attends agenda review meetings as required.

Coordinates and reviews staff reports and materials for Standing Committee and Sub-Committee Agendas

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

Notifies all interested parties of decisions of Committees and Council by preparing official correspondence including correspondence to other levels of Government and Outside Organizations

Provides procedural advice and legislative assistance to Committee Chairs, and members of Council, as required.

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

Assists in the selection process by coordinating interviews and appointments of Citizen Volunteer members to Sub Committees and Volunteer Committees.

Provides guidance to staff liaisons of Volunteer Committees as required.

Member of the City's Emergency Control Group responding to municipal emergencies and catastrophic events.

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

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.

QUALIFICATIONS

1. Must be able to demonstrate a level of expertise related to the duties described above, normally acquired through a College Diploma in Business Administration and/or 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. Intermediate proficiency in Microsoft Office, Word and Excel.
5. A.M.C.T. designation is an asset.
6. Knowledge and ability to interpret parliamentary practices and procedures. Thorough 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.

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