



## CITY OF COLWOOD

### JOB DESCRIPTION

**TITLE:** CORPORATE SERVICES ASSISTANT  
**DEPARTMENT:** CORPORATE SERVICES  
**POSITION TYPE:** FULL TIME UNION POSITION  
**PAY GRADE:** PAY GRADE 9  
**LAST UPDATED:** OCTOBER 2020

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#### **NATURE AND SCOPE OF WORK**

Corporate Services is responsible for a wide range of responsibilities in leading a modern Corporate Services department providing services to internal and external stakeholders. This position reports to the Corporate Officer and is responsible for a variety of complex administrative, legislative and customer service functions to support the City.

The Corporate Services Assistant provides specialized administrative support to the Corporate Services Department, assisting the Corporate Officer and the Deputy Corporate Officer in completion of their duties. This position requires a high degree of interpersonal skills, independent judgement, initiative, tact and accuracy in processing assignments, some of which are confidential in nature.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

- Coordinates all meeting arrangements, prepares agendas and supporting materials; takes, transcribes, and edits minutes; advises of procedural and technical matters; undertakes research; and follows up on actions and decisions.
- Prepares general and statutory meeting notices, ensuring all legal and technical requirements are met.
- Coordinates public hearing processes, including preparation of notices, notification of adjacent properties and the applicant, advertisements, and creating public hearing information binders.
- Assists in the maintenance of the corporate wide records management programs.
- Maintains agreements and legal documents insuring effective and accountable management.
- Assist with Freedom of Information requests.
- Assists in the preparations for elections, by-elections and referendums as required.
- Assists in preparing bylaws, policies and procedures, and a variety of routine and non-routine correspondence.
- Serves as front counter reception as required.
- Performs other related duties as required.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to function efficiently with minimal direction to establish and maintain effective working relationships with municipal officials and other employees, to meet and successfully serve the public on a continuing basis.
- Ability to maintain the confidentiality of matters as required.



- Ability to work well under pressure and to a deadline with attention to detail and manage competing priorities.
- Thorough knowledge of business English, spelling and punctuation.
- Familiarity and proficiency with Microsoft Office and iCompass.
- Working knowledge of records management practices.
- Working knowledge of the *Local Government Act*, *Community Charter* and *Freedom of Information and Protection of Privacy Act*.
- Knowledge of legislative practices, procedures and standards.
- Experience taking and transcribing complex minutes.
- Strong written and verbal communication skills.
- Ability to effectively read and interpret information, maintain accurate records and document data for corporate records.
- Excellent organizational skills.
- Demonstrate proficiency in the core competencies of:
  - Adaptability: Willingness to be flexible in a changing environment.
  - Relationship Building: Establishes and maintains respectful and cooperative working relationships.
  - Effective Communication: Communicates effectively with others.
  - Problem Solving: Recognizes and acts to resolve problems.
  - Organization: Organizes the work so that others will understand it in order to achieve the City's goals.
  - Customer Focus: Provides excellent service to both internal and external customers.

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- Completion of Grade 12 supplemented by education in Local Government Administration; or equivalent combination of training and experience.
- Minimum 5 years related administrative experience in a local government environment or related environment; working knowledge of legislation and records management practices applicable to the work and functions of various municipal departments.
- Experience as a recording secretary to committees, council, boards or commissions.

#### **OTHER**

- Will be required to work outside of regular working hours to attend Council and Committee meetings.