

ESQUIMALT POSITION DESCRIPTION

Pos. No: 837

EFFECTIVE DATE: MAY 2024

Amended:

Approved by: Director of Corporate Services

Position Title:	Committee Coordinator
Department/Division/Section:	Corporate Services

POSITION FUNCTION

Reporting to the Director of Corporate Services/Corporate Officer, the Committee Coordinator provides complex specialized administrative and technical support for Committees of Council, including working closely with staff liaisons, Council members, and volunteer Committee chairs in coordinating meeting arrangements, setting agenda, managing attendance, drafting minutes, providing advice on meeting procedures, livestreaming meetings, and following up on actions and decisions of Committees as appropriate. The Committee Coordinator prepares and edits a variety of correspondence and documents, maintains a variety of departmental files, records, and documents, and performs other related work as required.

KEY DUTIES

- Provide administrative support to Council advisory bodies including Committee of the Whole meetings; coordinate all meeting arrangements, prepare agendas and supporting materials using agenda management software, attend meetings (some evenings); take, transcribe, and edit meeting minutes; advise on procedural and technical matters; undertake research; and follow up on the actions and decisions of the advisory bodies of Council.
- Keep the Corporate Officer informed of Committee actions requiring Council or special administrative follow-up and recommends appropriate action.
- Administer the annual Committee member recruitment and orientation process.
- Process and answer enquiries from Council, officials, outside agencies, staff and the public regarding Council and Committee proceedings and matters pertaining to municipal and departmental operations involving the explanation and interpretation of applicable bylaws, regulations, policies, and related background information.
- Prepare legal and general notices, policies, and procedures, and a variety of routine and non-routine correspondence for the Deputy Corporate Officer and Corporate Officer.
- Undertake assignments for the Deputy Corporate Officer and Corporate Officer as required.
- Maintain a variety of file systems and assist with the maintenance of the corporate records management program.
- Provide vacation and sick time relief for the Executive Assistant to the Mayor and CAO as well as the Corporate Services Department.
- Create and maintain web and intranet content in support of departmental functions.
- Assist in the preparation for municipal elections, by-elections and assent voting as required.
- Perform other related duties as assigned by the supervisor.
- May be requested to substitute in a more senior position.

INDEPENDENCE

- Advisory body work is generated by the annual meeting schedule and business cycles.
- Provides procedural advice during Committee meetings serving as the Corporate Officer's designate.
- Liaises with staff, meeting chairs, elected officials, and staff on procedural matters.
- Work is reviewed by supervisor.
- Non-routine matters are discussed with the supervisor.

WORKING CONDITIONS

Physical Effort:

- Move files, documents, materials, and retrieve records (occasional).
- Sit with arms unsupported while keyboarding (frequent).
- Repetitive motions while performing data entry (frequent).

Mental Effort:

- This position requires a high degree of concentration (frequent).
- Subject to pressures from volume of work and strict adherence to deadlines (frequent).
- Relationships require considerable courtesy, tact, diplomacy, and political acumen (frequent).

Visual/Auditory Effort:

- Focus on printed material, source data, and computer monitor for long periods (frequent).
- Long periods of listening with intense concentration to discussion and debate at meetings (occasional).

Work Environment:

- Office.
- Regular evening attendance at Committee and Commission meetings.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

- Knowledge of the functions and objectives of the various Committees served and the rules for the governing procedures in such meetings.
- Working knowledge of applicable legislation such as the *Community Charter*, *Local Government Act*, *Freedom of Information and Protection of Privacy Act*, and Robert's Rules of Order.
- Proven ability to provide excellent customer service.
- Exceptional organizational skills and attention to detail ensuring that statutory requirements such as advertising, deadlines, and notification are met.
- Capability of working with minimal supervision with multiple municipal departments, Advisory Body Chairs, volunteer members, elected officials, applicants, and members of the public.
- Exercise independent judgment and action within established guidelines.
- Ability to coordinate meeting arrangements, prepare agendas and supporting materials, and follow up on action items as required.
- Ability to attend meetings and confidently speak in public.
- Experienced taking, transcribing, editing, and distributing minutes with emphasis on interpreting the collective sense of discussions and framing motions, often from general dialogue.
- Ability to prioritize and organize work efficiently.
- Proficient in both written and oral communications.
- Ability to prepare reports, technical documents, and correspondence.
- Skilled at preparing, processing, and reviewing a variety of correspondence, documents, and reports related to the work.
- Demonstrated ability to work independently as a member of the team while fostering and maintaining positive working relationships with staff.
- Ability to deal tactfully and effectively with a variety of internal and external contacts.
- Proficient computer skills in operating a networked computer and various software programs (e.g. MS Office suite, Adobe suite, etc.), records management software program (e.g., TabFusion) and website content management systems.
- Experience operating various other office equipment.
- Familiarity with electronic agenda management systems, webcasting procedures, and use of MS Teams for audio conferencing.

QUALIFICATIONS

Formal Education, Training, and Occupational/Professional Certification

- Completion of grade 12 supplemented by at least one year of post-secondary courses in public administration, local government service delivery, or related field.

Experience

- Three years of experience in a local government environment, preferably supporting Boards, Committees, or Commissions.
- Experience with computer-based applications including word processing, database, web applications, PDF editors, agenda management software, and livestreaming and meeting recording applications.
- An equivalent combination of related training and experience may be considered.

OTHER

- Certificate in Local Government Administration, Public Administration, or related discipline preferred.
- Length of time to become familiar with job duties and responsibilities: One year (12 months).