



The Corporation of the Town of Cobourg

RECORDS AND COMMITTEE COORDINATOR – CLERKS DEPARTMENT PERMANENT FULL TIME

Reporting to the Municipal Clerk and working as a member of the Legislative Services/Clerk's Department, the Records and Committee Coordinator will provide administrative support to the Municipal Clerk and the Municipal Council Advisory committees as well as be responsible for assisting in the development, implementation and maintenance of the Municipal Records Management Program.

Responsibilities:

1. Legislative and Council Support Functions

- Provide administrative support to the Municipal Clerk as it relates to: Council correspondence; preparation of agendas and minutes; and all confidential matters relating to Council and staff.
- Compile information for weekly Council agendas including tracking data and working with Municipal Clerk on preparation, distribution and action items;
- Maintain and update the Town of Cobourg Legislative Services and Council websites ensuring that agendas, minutes, notices and all pertinent information is updated and relevant to current issues;
- Provide regular updates and maintenance to the Cobourg Civic Web Portal including advancements when necessary.

2. Records Management

- Maintain database, file management, agreements, municipal by-laws and customer service and Council and Committee tracking systems (Civic Web, WebSite, Cityworks, WebGIS, TOMRMS – Records Management/Retention, Agreement and By-law Data Base, etc.);
- Assist in the development, implementation and maintenance of the Municipal Records Management Program.
- Assist with consultation, education and guidance to other departments on records management activities

3. Committees

- Provide administrative support to and coordinate activities for Council Advisory Committees, Ad Hoc Committees and other committees as required.
- Provide advice to committees on policy, practices and ensure adherence to, by having thorough understanding of legislation, by-laws, corporate policy and Council resolutions and regulations including the *Municipal Act, 2001*.
- Compose accurate legal notices/newspaper advertisements as required pursuant to appropriate legislation

4. Administration

- Respond to public written and verbal requests for information;
- Assist with Municipal elections



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- Process and track Freedom of Information and Routine Disclosure Requests and assist in performing the statutory duties of “Head” under the Municipal Freedom of Information and Protection of Privacy Act.;
- Act in the capacity of Program Administrator, including maintenance and training, for Civic Web and meeting management systems;
- Exchange information and liaise with municipal staff, members of council, agencies, committees, community groups and the public on various Council and Legislative Services matter;
- Other administrative duties as required

Working Relationships

- Provide effective and courteous relations and liaison with Council, municipal staff, consultants, agencies, community groups, committee members and members of public in person, on the website or on the telephone

Qualifications:

- Post-Secondary degree or diploma in public administration, business administration or related discipline is required
- Completion of, or willingness to enroll in the Municipal Administration Program and parliamentary procedures course through AMCTO, within 3-months of hire
- A minimum of two years’ experience in an office environment, preferably in a position related to a combination of records management and project administration, municipal experience is required
- Ability to work independently, quickly and competently under pressure in order to meet deadlines and maintain confidentiality
- Experience in research, public relations and communications.
- Ability to work outside of regular office hours as required

This position is a full time, 35 hours a week, position governed by the Town of Cobourg Non-Union Policies and Procedure.

The annual salary for this position is \$47,252 - \$55,278 (*Currently under review*) plus a competitive benefit package.

Interested applicants should forward their resume in confidence no later than 4:30pm Thurs. July 20, 2018 to the attention of:

Human Resources Department

Corporation of the Town of Cobourg
55 King Street West
Cobourg, ON K9A 2M2

Email: careers@cobourg.ca

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.