



Excellence Connectivity Services Livability Growth

Legislative Services Coordinator 12 Month Contract

The Township of Ramara is a rural community located in Central Ontario, along the north-eastern shores of Lake Simcoe and Lake Couchiching. In Ramara, people are our priority. Our people are the cornerstone of our organization. We are always seeking creative and skilled individuals with the ability and desire to lead in our dynamic workplace. Each of our team members brings diverse experiences and perspectives, as well as unique skills and talents to the job. Our diverse compliment ensures an environment where individual, team, and organizational successes are embraced and celebrated. All team members have equal opportunity within the organization to thrive and attain their highest potential. We welcome your application for the position and look forward to discussing how the Township of Ramara can become your next career choice.

Core Responsibilities

- Provide routine administrative and clerical support to the Director of Legislative Services/Clerk and Deputy Clerk and administrative support to the Department including maintaining inventory, conference/seminar registration, travel/accommodation arrangements, document tracking, creating purchase orders/cheque requisitions and maintaining contact lists;
- Prepare General Committee and Council agendas, motions, reports, minutes in iCompass as required;
- Attend and participate in Council and Committee of the Whole meetings and provide technical support to the Clerk and Deputy Clerk. Including, but not limited to, running and setting up all electronic meetings;
- Attend meetings with special interest groups, community consultations, professional network tables and other meetings as required;
- Prepare staff reports, memos and bylaws as required;
- Assist with general property matters and real estate;
- Ensure the correct information/documentation is provided/received for all citizen appointments to Committees and Boards (Code of Conduct, Honorariums, Accessibility Training, Police Checks, insurance waivers);
- Manage and maintain all Board and Committee information in iCompass;
- Assist with general election tasks;
- Provide support to the Accessibility Coordinator as required;
- Commissioner of Oaths and Affidavits – Key Contact;
- Manage and maintain the Legislative Services section of the Township website;
- Perform other tasks as assigned by the Clerk and Deputy Clerk.

Qualifications / Skills

- Strong interpersonal skills with a demonstrated ability to effectively interact with others;
- Excellent communication skills, presentation skills and report writing;
- Ability to multi-task and prioritize work to ensure tasks are completed in an effective and efficient manner;
- Three (3) years of community college/university or equivalent;
- Five (5) years' Municipal experience;
- Proficiency in Microsoft applications;
- Experience in the election process;
- Experience with meeting management software (iCompass).

Salary

\$34.98 - \$40.92 per hour, plus a comprehensive benefits package.

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "Legislative Services Coordinator - 12 Month Contract" addressed to Brittany Wilson, Manager of Human Resources/ Health & Safety and submit to hr@ramara.ca by 4:30pm on February 12, 2024.

Health & Safety

Successful candidates must abide by Ontario Health & Safety Legislation and follow Township Health and Safety Policies, COVID-19 Protocols and Public Health Guidelines.

Information collected for employment is done under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, for the purpose of assessing eligibility for employment.

The Township of Ramara is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. Thank you to all applicants, but only those selected for an interview will be contacted.