

**Cavan Monaghan  
Job Description**

**Position: Corporate and Legislative Services Coordinator**

**Reports to: C.A.O and Clerk**

**This Job Description is effective: March 2024**

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**Job Summary**

The Corporate and Legislative Services Coordinator is responsible for providing leadership and coordination of divisional programs through the C.A.O and Clerks Offices. As Deputy Clerk this position will be responsible for fulfilling the statutory duties of the Municipal Clerk in the absence of the Clerk. This role is responsible for supporting the Townships daily operations through project management, process analysis, change management and the streamlining of policies and procedures, including Human Resources.

**Duties and Responsibilities**

- Coordinates special projects through the Office of the C.A.O providing consultation and guidance as required.
- Oversee daily operations in the Office of the C.A.O and Clerks Department in Consultation with the C.A.O and Clerk.
- Maintain awareness of municipal responsibilities, council proceedings and current political issues while acting with discretion on all confidential matters.
- Establish effective working relationships internal and external to the organization.
- Prepare reports, briefing notes, presentations, statistics, and analysis for the C.A.O and Clerk.
- Collaborates with project teams to assess change management requirements and apply proven tools and methodologies to successfully lead and support strategic change initiatives.
- Promotes and educates on topics including organization development and appropriate organizational behaviours and expectations.
- Conducts research into assigned areas ensuring that research considers developments within the field, emerging technologies, corporate policies and practices, legislation, and initiatives.
- Prepares corporate-wide strategic initiatives from inception of ideas and initiatives through to planning, execution, implementation, monitoring, and completion.
- Member of the Emergency Management Committee.
- Researches grants and funding opportunities.

- Through the Office of the C.A.O acts as the HR Contracted Services Administrator and provides executive support for all HR matters to the C.A.O.
- Provide HR support including recruitment, organizing, and tracking training, performance management and performance reviews.
- Maintain HR policies and procedures manual, updating content as needed.
- Ensure the requirements under the AODA are maintained and adhered to.
- Oversee Council member registration for all professional development activities such as training, conferences, and seminars.
- Oversee the corporate calendar, coordinating appointments, events, and Council activities.
- Researches and assembles background information to support research activities for special projects.
- Act as the Deputy Division Registrar, and Commissioner of Oaths and Affidavits.
- Support the Clerk and assume the statutory role of Clerk in their absence.
- Oversee the daily operations of the Legislative Services Office and assist in performing the statutory duties of the Clerk; Registrar, Elections Officer, MFIPPA Requests and all other duties as required by the Municipal Act, Municipal Elections Act or other related Acts and Legislation.
- Issues Marriage Licenses and perform civil ceremonies including the maintenance of the Software.
- Issues Lottery Licenses, ensuring compliance with AGCO, maintaining eligibility files and manages report submissions.
- Provides back up to manage the Livestock Investigations and year end reporting.
- Oversee annual and monthly dog tag invoicing, issuing dog tags and updating account information.
- In collaboration with the Clerk, manage the corporate insurance program including the addition of new assets and certificates of insurance and renewal submissions.
- Primary backup to the Communications Officer for all website, social media, and communications duties.
- Responsible for identifying departmental information to be included on the Municipal website and ensures that the information maintains accessibility standards and is current and updated on a regular basis.
- Attend Council and Committee meetings, including providing support with the preparation of agendas, By-laws, background material and all related correspondence for Council and Committees including support to livestream meetings.
- Under the direction of the Clerk, develop, recommend, and implement policies, procedures and guidelines for corporate-wide record and information

management, electronic records management, archives, imagine and other related services.

- Responsible for maintaining the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Processes requests in accordance with MFIPPA, including coordinating requests to staff and following up to ensure that all appropriate information is within legislated timelines, redacting information as necessary, and preparing correspondence and records for disclosure.
- Provide support on Health and Safety compliance, maintaining awareness of Occupational Health and Safety Act Requirements.
- Assist with the preparation and submission of the annual budget.
- Attend related training and development as required.
- Additional duties and special projects as assigned based on department and organizational needs.

### **Work Environment**

Typical office area with limited travel. Normal office hours, Monday through Friday. Attendance at Council and Committee meetings is mandatory as required by the Township. Work activities require intermediate periods of moderate physical effort such as standing or sitting in one place. Work activities involve need to concentrate for intermediate durations at a time, with tasks requiring close attention.

### **Job Knowledge/Education**

- Post-secondary education in Business Administration, Public Administration Law, Political Science, or a related field.
- Completion of the AMCTO Municipal Administration Program (MAP), CMO designation is an asset.
- 5 to 7 years' experience in a municipal or public-sector environment.
- Advanced knowledge of Municipal Government administration and structure.
- Advanced knowledge of records management.
- A high level of computer literacy and troubleshooting abilities.
- Proficient utilizing of MS Office software applications. Advanced ability to operate computerized accounting, spreadsheet, word processing, graphics, and website/software programs at a highly proficient level.
- Demonstrated experience in organizing meetings, including preparation of agendas, minute-taking and post-meeting follow-up with great attention to detail and accuracy.
- Demonstrated ability to establish and maintain effective working relationships with individuals, elected officials, and organizations.
- Ability to work outside regular business hours, as required.

- Analytical and problem-solving skills.
- Effective verbal, presentation and listening communications skills.

Please note: The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational or operational requirements.

**Reviewed By:**

*J. Hurley*  
**Chief Administrative Officer**

*March 11/24*  
**Date**