



CLEARVIEW

## Committee Coordinator

Permanent Full-time (35 hours per week utilizing a flex-time schedule)

Stayner, Ontario

**Job Posting #2017-019**

Clearview Township is seeking a full time permanent Committee Coordinator.

### Key Accountabilities

Reporting to the Director, Legislative Services / Clerk is responsible for providing assistance, support and coordination of administrative duties for Council appointed Committees and Boards.

The preferred candidate will possess excellent organizational and administrative skills including a strong working knowledge of Microsoft Office as well as competent internet navigation skills. In addition, they must possess a skilled ability in diplomacy, adaptability and be able to prioritize workload.

### Skills and Experience

- Recognized degree/diploma in Business Office Administration or related discipline, AMCTO certification would be a definite asset
- 1 to 3 years experience in a related position preferably in a Municipal Clerk's Office
- Establish and maintain corporate records for all Committees and Boards in accordance to related legislation and Township policies
- Preparing and distributing meeting agendas and minutes in coordination with the Committee Chair / Co-Chair, as well as document retention and archiving in accordance with Township records management policies.
- Preparing advisory committee summary reports for Council Agenda distribution
- Acts as advisor to Committees and Boards on all meeting procedural matters
- Ensure all regular treasury reports are provided to the Committees and Boards in coordination with the Treasury / Finance Department
- Communicates regularly with Committees and Boards and liaises with Senior Staff regarding Committee and Board matters
- Establish and maintain a volunteer registry including required training / education and required documentation
- Excellent customer service and interpersonal skills, project and time management skills
- Proficient organization and communication skills
- Strong technical skills including Microsoft Office Work, Excel and Power Point
- Valid Class G driver's license with satisfactory driver's abstract

### Salary:

Salary range offered for this position is \$39,803 to \$48,867 per annum with a competitive benefits package including pension plan. \*\*This position requires a flexible schedule within the work week to attend evening meetings of Council appointed Committees and Boards

Note: The preferred candidate must be willing to provide consent for the Township to conduct a background and vulnerable sector check prior to finalizing an employment offer.

Interested candidates are invited to forward their resume and covering letter quoting **job # 2017-019** to Human Resources **by November 15, 2017** to: [hr@clearview.ca](mailto:hr@clearview.ca)

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. No phone calls please. The Township of Clearview is an equal opportunity employer.

Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Please visit: [www.clearview.ca](http://www.clearview.ca)