
**Employment Opportunity Available
Records/Committee Coordinator
Temporary twelve (12) Month, Contract Position**

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The municipality is currently recruiting for a full-time **Records/Committee Coordinator**.

Reporting to the Municipal Clerk and working as a member of the Clerk's Department, the Records/Committee Coordinator will provide administrative support to the Municipal Clerk and act as Recording Secretary and provide administrative support to the Townships Committees of Council. The Records/Committee Coordinator will also be responsible for assisting in the maintenance of the Municipal Records Management program.

Responsibilities:

1. Committees of Council

- Coordinates the legislative processes and secretariat functions of Committees of Council, as assigned, which includes meeting scheduling and preparation, distribution and posting of the agendas, minutes and other meeting materials;
- Attends committee meetings and acts as Recording Secretary;
- Performs administrative duties relating to Committees, including drafting notices, adverts and correspondence;
- Provide advice to committees on policy, practices and ensure adherence to, by having thorough understanding of legislation, by-laws, corporate policies, meeting protocols, and various legislation including the *Municipal Act, 2001*;
- Develops and assists in training programs for members of Committees and Boards;
- Provides Procedural advice to Boards of Council in accordance with the Township Procedure By-law and Robert's Rules of Order.

2. Records Management

- Assist in the development, implementation and maintenance of the Municipal Records management program in accordance with the TOMRMS;
- Maintenance and upkeep of Township databases (civic web, Laserfiche – records management software, Agreement and By-law database, etc.);
- Maintain and update the Township of Springwater website ensuring that agendas, minutes, notices and all pertinent information is updated and relevant to current issues;
- Provide regular updates and maintenance to the Springwater Civic Web Portal including advancements when necessary;
- Assist with consultation, education and guidance to other departments on Records Management activities;
- Responsible for the Townships Volunteer Management Program.

3. Administration

- Respond to public written and verbal requests for information;
- Assist with Municipal elections;
- 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 administration duties as required.

4. 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 the telephone

5. Qualifications

- Post-Secondary degree or diploma in public administration, business administration or related discipline is required.
- Completion of the Municipal Administration Program and parliamentary procedures course through AMCTO would be an asset.
- A minimum of two years' experience in an office environment, preferably in a position related to a combination of records management and project administration within a Clerk's Department. Previous 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.
- Must be willing to work outside of regular office hours.

As a condition of employment, the successful candidate will be required to pass a Criminal Record Check with an additional Police Vulnerable Sector Check before commencement of this position.

Salary range and hours of work: Level 4 - \$49,639.34 to \$56,585.14 (2019 rate) per annum based on a 35 hour work week. **This position will be required to work outside of normal business hours.**

Interested applicants should forward their resume in confidence no later than 4:30pm Friday April 12th, 2019 to the attention of:

Attention: Jennifer Marchand
Manager of Human Resources
Township of Springwater
2231 Nursery Rd.
Minesing, ON L9X 1A8
recruitment@springwater.ca

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

Please contact the municipality for availability of accommodations for applicants with a disability.