

JOB DESCRIPTION

POSITION:	COUNCIL RESOLUTIONS COORDINATOR		
DEPARTMENT:	Council Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543028
HOURS OF WORK:	33.75	GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Supervisor of Council Services, this position will be responsible for clerical duties originating from Council, Standing Committee and Licensing Commission meetings in accordance with municipal by-laws and provincial legislation. Prepares and types items such as reports, resolutions from meetings, agendas, CAO Delegation of Authority Reports, Mayor's proclamations, etc. Marks and distributes abstracts as required to various departments for approval. Maintains files and books such as Council policies, Council minutes, resolutions, and CAO approval books; Prepares amendments/corrections and enters accordingly into files/books/websites; Operates office machinery such as photocopiers and replenishes ink, staples, when required. Packages and prepares for internal delivery the Council Package to the Mayor's office, CAO's office, CLT and Media Slots; Assists in delivering heavy council cart to Council Chambers and removes files from the cart on a weekly basis; Disseminates resolutions and action items and files them accordingly; responds to general inquiries by telephone, email and in person at the counter and assists with searches of documents, processes cash and will issue receipts as required. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience in a computerized office environment utilizing the Microsoft Suite of Products (i.e. Word, Outlook);
- Must have a minimum typing speed of 55 wpm;
- Must have proofreading skills;
- Must be able to work without detailed direction or close supervision and have the ability to interpret written instructions;
- Must have excellent interpersonal and communication skills and ability to communicate with difficult customers;
- Experience working with both Agenda.Net and Live Link will be considered an asset;
- The physical demands analysis associated with this job indicates a limited / sedentary level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.