



100 John West Way
Aurora, Ontario
L4G 6J1
905-727-3123
aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Council/Committee Coordinator

Permanent, Full-Time

\$66,533.57 to \$81,599.23 annually

Reporting to the Deputy Town Clerk the Council/Committee Coordinator will be responsible for the preparation and distribution of Council/Committee meeting agendas, supporting material, regular meeting attendance and minute preparation, preparation of follow-up correspondence, maintenance of associated records' indices, associated research and liaison duties. Other responsibilities include utilizing electronic meeting management solutions to upload content to create agendas, minutes, and other meeting materials, as well as coordinating meeting presentations and video streaming. Researching and responding to enquiries from Councillors, staff and the general public on matters of municipal business, escalating as required. This position will maintain the Town's resolutions, policies, Council and Committee records, including the consolidation of by-laws and other files and minutes in accordance with the *Municipal Act, 2001*, *Municipal Freedom of Information and Protection of Privacy Act* and the Town's Electronic Document Records Management System. Creating and maintaining content for the Clerk's section of the Town's website. This role will also support the municipal elections and by-elections including but not limited to: preparation of election documents, supplies, voter database maintenance, and participation in advanced voting.

To be considered for this position, you will have completed a post-Secondary program in Public Administration or related discipline and demonstrate at least two (2) years of working experience in minute taking preparation and record management functions. Experience with Municipal Council/Committee agenda and minutes is preferred. You are proficient in MS Office (Word, Excel, Outlook, PowerPoint) and Adobe and having experience working with electronic agenda software and live streaming solutions is an asset. Your excellent grammar, spelling, organizational and interpersonal skills are key to this role. Working under pressure to meet deadlines as well as being able to exercise discretion and judgement particularly when handling confidential/sensitive information is necessary. You will possess the availability to work flexible hours and/or shifts to accommodate evening meetings and peak periods/deadlines. You will be able to effectively communicate with the Mayor, Members of Council, all levels of staff, various levels of government and the public in a professional manner.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

All Town of Aurora employees are required to disclose their vaccination status and be fully vaccinated as a condition of hire in accordance with the Town's Mandatory COVID-19 Vaccination Policy.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **June 22, 2022** quoting the job title and reference number **22-69**.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are

Posting Date: June 8, 2022
Job ID# 22-69

contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.