

# The Corporation of the District of Oak Bay

## Job Description



<b>Job Title:</b>	<b>LEGISLATIVE ASSISTANT</b>	<b>JEPE Number:</b>	#1124
<b>Department:</b>	Municipal Hall	<b>Pay Grade:</b>	7 – Schedule A
<b>Area:</b>	Corporate Services	<b>Position Status:</b>	Regular – Full Time
<b>Location:</b>	Municipal Hall	<b>Position Type:</b>	Union
<b>Supervisor:</b>	Director of Corporate Services	<b>Last Updated:</b>	January 2021

### Job Purpose:

Reporting to the Director of Corporate Services, the Legislative Assistant prepares and distributes Council and Committee of the Whole agendas, attends daytime as well as evening meetings and takes and transcribes minutes, manages follow up to Council's decisions. The Assistant also provides administrative support and coordination for the Corporate Services Department through document tracking, website updates, special projects, and other administrative functions, as well as responding to inquiries related to division activities, meeting management software and records classification system. In the absence of the Communications Specialist, the Assistant provides back-up support to maintain the flow of communications for the District.

### Duties and Responsibilities:

- Prepares and distributes Council and Committee of the Whole agendas and support materials, books and prepares meeting rooms, attends meetings and records meeting minutes. Tracks all resolutions of Council, follows up with the office of primary responsibility and provides regular reports to the Senior Leadership Team and Council on the status of all resolutions.
- Provides administrative support services including proof-reading; composing and typing of routine and non-routine correspondence/memoranda/reports, processing of mail, classifying records using the adopted records classification system, filing, and data entry.
- Supports the Deputy Director in managing bylaw processes through the creation of bylaw file folders; proof-reading and researching bylaws; creating/filing final hard copies and searchable electronic copies in a bylaw database.
- Supports the Deputy Director in processing requests for information under the *Freedom of Information and Protection of Privacy Act*.
- Responds to queries from stakeholders related to the electronic meeting management system and corporate standards as they relate to agendas, committee/commission reports, bylaws, resolutions and records. Liaising with IT staff, consultants, and software providers to resolve technical issues.
- Maintains a variety of file systems and assists with the development and maintenance of the corporate records management program.
- Manages and maintains selected publications and corporate documents to the internal and external website.
- Responds to routine public and staff inquiries on matters related to Corporate Services and refer to appropriate staff, as necessary.
- Carries out research and review of materials as directed or assigned by the Director or Deputy Director.
- Prepares general and statutory meeting notices in accordance with legal and technical requirements.
- Performs financial service tasks of a general nature such as reconciliation of Department accounts etc.
- Assists in the coordination of local elections and referenda.
- Demonstrates the highest discretion, judgement and diplomacy and a high level of awareness regarding confidentiality in respect to the private information that is received and processed daily.

- Helps to advance the use of technology to support continuous improvement in departmental operations and efficiency.
- Performs other related duties.

**Required Knowledge, Abilities & Skills:**

- Comprehensive knowledge of the operations and functions of the Corporate Services Department, and a general knowledge of other departments and divisions within a municipality
- Considerable knowledge of the functions and objectives of committees and various commissions plus rules and procedures used in meetings
- Ability to compose, transcribe and edit minutes, which involves interpretation of the collective sense of meetings, and the framing of motions often from general dialogue
- Strong organizational skills including a demonstrated ability to multi-task, organize and prioritize work with frequent deadlines, and perform work requiring attention to detail
- Thorough knowledge of Business English grammar, spelling, punctuation
- Knowledge of Microsoft Office products, electronic meeting management and records management software and Adobe Reader/Writer
- Knowledge of Adobe InDesign desirable but not required
- Working knowledge of the principles and practices of records management. Knowledge of Local Government Management Association (LGMA) records classification system preferred.
- Working knowledge of related government statutes/regulations including the *Local Government Act, Community Charter and Freedom of Information and Protection of Privacy* legislation
- Ability to establish and maintain courteous, tactful, diplomatic working relationships with other staff, public, and Council Members
- Ability to communicate effectively verbally and in written form
- Proficient in the use of grammar, spelling and punctuation; superior attention to detail
- Ability to employ a high degree of skill in the composition, transcription, and editing of meeting minutes.
- Ability to handle multiple priorities and work effectively with minimal supervision as well as the ability to work as a team player
- Ability to work in a confidential manner with a high degree of business acumen
- Ability to effectively operate in a Microsoft Suite environment (e.g. Access, Word, Excel)
- Ability to operate standard office equipment
- Required to work outside of regular business hours (evenings) to attend Council and Committee meetings.

**Qualifications:**

- A Local Government Certificate in a related discipline such as Local Government Administration, Public Administration or Business Administration plus three (3) years' prior job-related experience, including acting as a recording secretary to committees, council, boards or commissions, preferably in a municipal setting.

**Required Licenses, Certifications and Registrations**

- No special licenses or certifications required.