**Town of Erin**
Clerk's Department

**<u>Legislative and Licensing Coordinator</u>**

*Job description and duties are currently under review*

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**Department:** Clerk's Department

**Position Title:** Legislative and Licensing Coordinator

**Reports To:** Deputy Clerk(s)

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## <u>PURPOSE OF POSITION</u>

The Town of Erin is seeking an experienced individual to fill the permanent full-time role of Legislative and Licensing Coordinator. The incumbent in this position will assist the Deputy Clerks in the effective administration and operation of the Clerk's team.  As part of the Clerks team, the Legislative and Licensing Coordinator will be responsible for the administration of Licensing, Vital Statistics, assist with Records Management and general clerical support.

<u>Major Responsibilities</u>

- Responds to internal and external inquiries related to By-laws and regulations.
- Provides a high degree of customer service to the public and Members of Council by handling all requests and inquiries with respect and professionalism in a timely manner.
- Prepares and circulates correspondence resulting from Council and Committee meetings.
- Assists with the implementation of the records management program under the direction of the Deputy Clerk responsible for information management services.
- Organizes incoming mail and correspondence for further action.
- Prepares advertisements and public notices for applicable matters.
- Coordinates the purchasing and inventory of office supplies.
- Maintains the Deputy Clerk(s) and Council calendars (as necessary) and responsible for booking appointments.
- Prepares draft correspondence in response to public inquiries regarding legislation, regulations, policies and procedures, and applicable initiatives.
- Distributes approved reports, minutes, resolutions, by-laws and agendas.
- Handling of confidential and sensitive information related to political matters.
- Administers all functions related to lottery and marriage licenses, animal tags, vendor permits including reviewing applications, issuing licenses and ensuring compliance with provincial and by-law requirements.
- Responsible for collection and processing of all vendor permits, animal tags, lottery and marriage licenses. Assists with records management, classification, retention,

retrieval and destruction functions.
- Responds to customer service inquiries, prepares applicable deposits and provides administrative support.
- Responsible for the set up and take down of Council Chambers for Council meetings.
- Provides front counter back-up support as required.
- Performs other duties as may be assigned.

Position Requirements

Education
- Successful completion of a post-secondary degree or diploma in a relevant discipline or an equivalent combination of education and experience. Post-graduate qualifications are highly desirable.
- Membership with AMCTO desired.
- Knowledge of municipal government processes and parliamentary procedures.

Experience
- 1 to 3 years of related experience in a municipal setting.
- Previous experience working in a similar role in a Clerk's office is desirable.

Working Conditions and Environment

- The successful incumbent shall work at the main Town office, located at 5684 Trafalgar Road in Hillsburgh, Ontario.
- Normal office hours are 8:30am-4:30pm, Monday through Friday. However, the incumbent may be required to work outside of normal business hours.

Interested applicants may submit their resumes to HR@Erin.ca. Resumes will be accepted until **4:30PM, Friday, March 1st, 2019.**

The foregoing represents a reasonable statement of the requirements of this position. Hiring will be subject to the successful passing of a Criminal Reference Check and verification of education and required certifications'. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town of Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act.*