

City of Brandon Job Description			
Job Title:	Legislative Services Clerk		
Division:	City Manager		
Department:	Legislative Services		
Section:	Legislative Services	Affiliation:	CUPE
Reports To:	Manager of Corporate Policy / Deputy City Clerk	Status:	Permanent
Job Class:	Administrative	Level Cap:	4

PURPOSE OF POSITION

The Legislative Services Clerk position is responsible for performing a variety of administrative, financial and clerical duties for the Legislative Services Department including handling public and internal inquiries and concerns. This position provides exceptional customer service while adhering to the regulatory requirements of legislation, by-laws, and policies administered by the Corporation.

TYPICAL DUTIES AND RESPONSIBILITIES

General Administration

- Manages internal and external client enquiries and concerns in a courteous and expedient manner made by phone, in person or in writing including but not limited to grant applications, delegation requests, tax assessment appeals, by-laws, marriage services and City hall facility rentals;
- Assists external clients to understand and complete various application and request forms including knowledge of supporting documentation requirements and timelines;
- Perform Commissioner for Oaths services for the Legislative Services Department strictly abiding by legislative requirements under The Manitoba Evidence Act;
- Issue Marriage Licences for the Province of Manitoba and perform Marriage Ceremonies strictly abiding by legislative requirements as set out from Manitoba Vital Statistics;
- Ensure appropriate fees are charged and collected for services rendered;
- Provide back-up cashier functions for department at a high level of accuracy;
- Liaises with other municipalities/individuals requesting assistance with or copies of City by-laws or policies;
- Maintains all office electronic and paper filing systems;
- Provides notification to Department Heads and Supervisors of Provincial legislative changes; and
- Maintains the database for public notices, posting minutes and agendas, and Council information on the City's web page.

City Council

- Formulates and disseminates, in consultation with the City Clerk and/or Deputy City Clerk, decisions of City Council;
- Updates, maintains, monitors and tracks enquiries raised at meetings of City Council, including referral and follow-up on all enquiries taken under advisement for subsequent reports by Administration;
- Prepares and submits Councillor Indemnity payments and reimbursements for travel expenses;
- Organizes travel, registrations and reservations for elected officials attending conferences, conventions, training sessions, seminars, etc.;
- Monitors and maintains Councillors' Expense Budgets in relation to specified allotments as set out in the City Council Indemnity By-Law;
- Prepares required monthly budget review reports, and process related invoices;
- Manages the process for the appointment of elected officials and citizen members to various boards and committees;
- Coordinates the scheduling of City Council meetings and Councillors' Ward Meetings;
- Provides administrative support to City Council and its members with respect to research, preparation of correspondence and reports; and
- Files and maintains official minutes, committee reports and documents in accordance with departmental and statutory requirements.

Boards and Committees

- Composes, distributes and post agendas and minutes, as well as provide advisory and administrative support for a variety of assigned boards and Council Committees, including but not limited to Brandon Police Board, Brandon Downtown Development Committee, Brandon Urban Aboriginal Peoples' Council, Poverty Committee, Grants Review and Board of Revision in accordance with Department Policy, Legislation and City By-laws;
- Act as primary contact with respect to matters being submitted to and decisions deriving from the various boards and Council Committees assigned;
- Manage the process for revisions to real property and business property assessments in accordance with The Municipal Assessment Act of Manitoba;
- Undertakes research and composes correspondence and reports on behalf of the boards and committees assigned to support, and its members; and
- In the absence of the Deputy City Clerk, perform all functions related to the Planning Commission, this includes clerking the meeting, preparing the agenda, minutes, resolutions, notifications and reports as necessary for City Council, as assigned.

By-law Development

- Prepares City of Brandon by-laws for enactment by City Council, in consultation with the Deputy City Clerk;
- Acts as a resource to City departments with respect to appropriate by-law format, timelines, and process, where appropriate;
- Updates and maintains a by-law registry to track by-law process;

- Identifies by-laws of interest to the public and ensures placement of current version on the City's web page; and
- Ensures filing of original by-laws is maintained in accordance with legislative requirements and coordinates a review schedule of by-laws.

Management and Administration

- Assists the Deputy City Clerk, and appropriate department employees with the collection and compilation of information for the submission of their capital and operating budgets;
- Procures department supplies and process related to accounts payables;
- Records, monitors, and ensures approval and submission of the department's bi-weekly payroll;
- Undertakes research, and prepares correspondence and reports on behalf of the City Clerk and/or Deputy City Clerk;
- Provides recommendations for process improvements and identifies when processes are not being followed;
- Administers the rental of City Hall, including the assignment and payment of security personnel and the preparation of related correspondence, agreements, and billing to outside agencies;
- Provides administrative support to the City Clerk and Deputy City Clerk; and
- Performs the duties of the Deputy City Clerk in their absence, as assigned.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

POSITION QUALIFICATIONS

SKILLS

- Excellent communication skills, including the ability to articulate concepts, verbally and in writing, in clear, concise and accurate language, to a wide variety of audiences;
- Strong planning and organizational skills, with a focus on quality orientation and high work standards;
- Keyboarding speed of 50 w.p.m.;
- Proficient use of computer equipment, operating systems, Microsoft Suite and online business communication platforms ;
- Demonstrated information gathering skills used to find and identify essential information; and
- Strong investigative, analytical and evaluative skills with an aptitude in research, policy and report writing.

KNOWLEDGE

- Thorough knowledge of relevant municipal and provincial legislation affecting the operations of local government to ensure strict compliance with same;

- Working knowledge of municipal government functions and responsibilities, and awareness of the impact of delivering quality municipal services to the community;
- Sufficient knowledge of the City's organization, personnel, policies and services to perform his/her duties competently;
- Practical knowledge of exceptional customer service practices, general meeting procedures and practices, report writing techniques and presentation preparation needs;
- Knowledge of City protocol used to manage situations effectively in all areas of the organization and community;
- Demonstrated competency using Microsoft Suite (Word, Excel, Outlook) and database building and editing; and
- Working knowledge of accounting principles and procedures.

ABILITIES

- Ability to exercise discretion and good judgment regarding sensitive or confidential issues, and in providing information to internal or external customers in a courteous and tactful manner;
- Ability to interpret statutes and by-laws;
- Ability to independently plan, organize and prioritize workload, taking into consideration conflicting deadlines and multiple unrelated projects;
- Demonstrated ability to work proactively and on own initiative;
- Ability to resolve issues in a timely manner;
- Ability to work independently and as part of a team;
- Ability to work outside of regular business hours as required;
- Willingness to adapt to new technological changes and improvements; and
- Willingness to participate in continuous upgrading, training, and self-development programs.

MANDATORY EDUCATION AND EXPERIENCE

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma;
- Graduate from a recognized post-secondary institution in Municipal Administration, Public Administration, Office or Business Administration or similar field of study;
- Hold and maintain Class 5 Province of Manitoba driver's license;
- Minimum of three (3) years in an administrative field to have demonstrated competence in related tasks.

PREFERRED EDUCATION AND EXPERIENCE

- Commissioner of Oaths for the Province of Manitoba;
- Certificate of Appointment to Issue Marriage Licenses;
- Marriage Commissioner.

NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

WORK CONDITIONS

PHYSICAL CONDITIONS

The duties of the Council Services Clerk are carried out primarily at City Hall in an office environment:

- Sits at a desk using keyboard and office equipment (daily);
- Uses hands, arms, shoulders to maintain file systems and storage areas (frequently); and
- Lift and/or move up to 20 lbs. (occasionally).

PSYCHOLOGICAL/STRESS CONDITIONS

The Council Services Clerk's workload and environment may increase the employee's emotional or stress levels:

- Interruptions and requests from multiple areas (daily);
- Dissatisfied customers in person and/or on the telephone (frequently);
- Changing priorities and continuous demands (daily);
- Multi-tasking (daily); and
- Periods of concentration while working on reports and databases (frequently).

WORK CONDITIONS

- The Council Services Clerk works independently and as part of a team;
- Wide variety of tasks requiring ability to manage multiple unrelated projects, and make independent decisions (daily);
- Self-motivated, and quality driven, to perform independent projects (daily);
- Work in a shared and consultative manner, with other employees (daily); and
- Responsible to the Deputy City Clerk.

NOTE: The conditions described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Department Head: _____

Human Resources: _____

Date: _____