

Employment Opportunity

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Legislative Coordinator

The incumbent coordinates matters related to Legislative Services functions including the development of Corporate policies and procedures, administrative support, handling of confidential information, researching and compiling background information, responding to inquiries/communications and completing special projects. The incumbent assists in ensuring corporate compliance with regulatory and statutory requirements. This position identifies, plans, and executes improvement of processes and policies by making recommendations to management.

Successful applicants will possess the following:

- A post-secondary Degree in Political Science, Public Administration, or a related discipline.
- Working knowledge of municipal functions and responsibilities and applicable provincial legislation and regulations.
- Public speaking or training delivery experience is an asset.
- Three years of relevant experience within a municipal government, preferably in a Clerk's environment.
- Extensive knowledge and ability to interpret relevant Provincial legislation and policies (i.e. *Municipal Act, Marriage Act, Municipal Freedom of Information Protection of Privacy Act, Municipal Elections Act.*).
- Well-developed public relations techniques, communication (both verbal and written) as well as organizational and customer service skills.
- Extensive experience in researching and developing policies and procedures.
- Demonstrable knowledge of Microsoft Office software products with the following skill levels required:
 - MS Word – Advanced
 - MS Excel or MS Access – Advanced
 - MS PowerPoint – Advanced
 - MS Outlook – Intermediate
- Keen attention to detail. Ability to research, collect, analyze, interpret and summarize data from a wide variety of sources. Effective and eloquent ability to deliver training.
- Demonstrated ability to work independently and with minimal supervision.
- Strong in minute taking, report writing and agenda preparation skills.
- Ability to exercise caution and discretion when handling confidential or personal matters.
- Ability to work well under pressure meeting multiple and sometimes conflicting deadlines.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must have a personal vehicle for use in the performance of duties and possess a valid Class "G" Ontario Driver's Licence. Must provide consent to conduct regular driver's abstracts through the Ministry of Transportation. A clean driving record is preferred.

Compensation includes a comprehensive benefits package, pension plan and an annual salary range starting at \$86,795.12 based on a 35 hour work week.

Qualified candidates may complete an [online application form](#) or submit a detailed resume and cover letter by no later than midnight (Eastern Standard Time) on Monday, March 27, 2023 to:

Human Resources Associate
Human Resources Department
One The Esplanade
Pickering, ON L1V 6K7

By Email: hr@pickering.ca
By Fax: 905.420.4638
Online: pickering.ca/employment

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. In accordance with the AODA Act, accommodations will be provided throughout the recruitment process where required. Documents can be made available in alternate formats upon request.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.