

## Legislative Services Assistant – Council/Committee (Job # 2025-048-IE)

<b>Department:</b>	Corporate Services
<b>Status:</b>	Full Time, Permanent
<b>Date Posted:</b>	April 8, 2025
<b>Date Closing:</b>	<b>April 22, 2025, 4:00 p.m.</b>
<b>Number of Positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	35 hours per week
<b>Salary:</b>	\$58,762 - \$71,492 annually
<b>Flexible Working Arrangements:</b>	Yes

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### WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

Join our dynamic and growing municipality in an exciting role that is pivotal to modernizing our service delivery through good governance. The successful candidate will provide essential support to Council meetings and serve as the secretarial function for advisory committee meetings, among other responsibilities. This position will work on exciting projects, including updating policies and procedures that shape the future of our municipality. We are looking for a passionate individual who is enthusiastic about local government, possesses excellent communication skills, and brings creativity and a positive attitude to the team.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

### Position Purpose:

Reporting to the Manager of Legislative Services/Deputy Clerk, the Legislative Services Assistant – Council/Committee is responsible for providing professional administrative, executive and confidential secretarial support to the Legislative Services Department and Advisory Committees of Council, working in a team environment in unison with other departments within the Corporation and outside agencies. This position will also play a support role in the municipal elections.

### Qualifications and Requirements:

- Post-secondary diploma or degree in Public Administration, Local Government, Legal, Business Administration or related discipline.
- Completion of the AMCTO Municipal Administration Program (MAP) or Parliamentary Procedures courses is an asset.
- 1-2 years of experience working in a municipal environment.
- Working knowledge of municipal and applicable provincial legislation and regulations such as the Municipal Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Excellent grammar, spelling, attention to detail, organizational, interpersonal, and speedwriting skills.



- Ability to prioritize work and to work under pressure to meet deadlines; ability to exercise discretion and judgement particularly when handling confidential/sensitive information.
- Ability to deal effectively with Mayor, Members of Council, all levels of staff, various levels of government and the public in a professional manner.
- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint, SharePoint) and Adobe. Experience with eScribe is preferred.
- Availability to work flexible hours and/or shifts to accommodate evening meetings and peak periods/deadlines.

### **How to apply:**

Please forward your resume in confidence by **April 22, 2025, at 4:00 p.m.**, identifying **Job # 2025-048-IE** in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**