

The Town of Ladysmith provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career? The Town of Ladysmith is seeking a self-motivated professional for our Corporate Services Department.

PERMANENT FULL TIME
ADMINISTRATIVE COORDINATOR – CORPORATE SERVICES
 (1 Position)
Internal/External Competition #2024-35

Department:	Corporate Services
Duties:	See attached Job Description
Required Qualifications:	See attached Job Description
Rate of Pay:	Band 10 - \$34.98 per hour
Hours of Work:	35 hours per week
Conditions of Employment:	Automatic wage deposit
Union:	Canadian Union of Public Employees (C.U.P.E.) Local 401
Benefits:	As per the Collective Agreement
Reporting To:	Manager of Corporate Services

This job posting will remain open until **4:00 PM June 10, 2024**. For further information related to the job and the duties associated to it, please contact Sue Bouma, Manager of Corporate Services at 250.245.6419; sbouma@ladysmith.ca

If you are interested in applying for the position, send a cover letter and detailed resume which notes your relevant qualifications and experience in **WORD or PDF** format only to:

Trish McConnell, Manager of Human Resources
 City Hall, 410 Esplanade
 Ladysmith, BC V9G 1A2
 Email: careers@ladysmith.ca; Ph: 250.245.6412

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged. Per CUPE Agreement Article 15.02: "applicants for this position shall agree that in the event of a grievance regarding filling of this posting, interview and selection documentation shall be released to the union."



TITLE:	ADMINISTRATIVE COORDINATOR – CORPORATE SERVICES
DEPARTMENT:	CORPORATE SERVICES
DIVISION:	CORPORATE SERVICES
CATEGORY:	UNION CUPE LOCAL 401
BAND:	10

GENERAL ACCOUNTABILITY

Reporting to the Manager of Corporate Services, this position is responsible for assisting with Council agenda preparation, coordinating Council meetings and recording minutes. Other duties include assisting and supporting Senior Managers/report writers with Council reports, ensuring the Town's records management system is maintained, and providing administrative support and customer focused services to the Corporate Services department and other departments as required.

PRIMARY RESPONSIBILITIES:

- Prepare, publish, post (via website) and provide notifications of Council and Committee agenda packages.
- Coordinate and attend Council meetings as applicable, record and transcribe minutes as required; follow up on Council meeting results as directed.
- Assist Senior Managers/report writers with research (previous resolutions/background information/previous reports) for Council reports. Follow workflow as directed.
- Provide administrative support and coordination for the Corporate Services Department including but not limited to, maintaining supplies, providing audiovisual and equipment assistance and delivery.
- Manage and maintain the Town's central filing system (both paper and electronic) in accordance with the Local Government Management Association (LGMA) Records Management System.
- Assist in developing, implementing, and updating the Town's Records Management Strategy as required.
- Prepare necessary notices for meetings as required by Council, bylaws and other legislation for the signature of the Corporate Officer.
- Receive and log daily incoming correspondence, file electronically, coordinate acknowledgements and follow-up in consultation with the Manager of Corporate Services.
- Maintain, update, and distribute policies and procedures.
- Assist in maintaining updates to Corporate Services intranet/internet portals.
- Prepare routine correspondence as directed.
- Other duties as assigned.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES:

- Completion of Grade 12 and a post-secondary certificate in a related field or an equivalent combination of education and experience.
- Minimum three (3) years' experience in office administration.
- Minimum three (3) years' direct experience with LGMA Records Management System; first-hand knowledge of municipal documents and filing system, must be able to determine, locate and retrieve appropriate information and reference materials on a timely basis.
- Excellent computer/data entry skills; including Microsoft Office Suite applications, Internet, Vadim, and E-Scribe databases.
- Strong critical thinking and problem-solving skills with the ability to process information quickly while maintaining attention to detail and accuracy.
- Excellent communication and interpersonal skills; ability to communicate with tact, diplomacy and discretion when responding to requests, settling disputes or clarifying information for municipal officials, members of the public and fellow employees.
- Capability to meet tight deadlines with the ability of prioritizing critical tasks appropriately.
- Ability to read, understand and follow established procedures including verbal and written instructions.
- Demonstrated well-developed set of personal principles and values in interactions with others and in personal decision thereby maintaining confidences, avoiding conflicts of interest, acting in the Town's best interest.
- A team player displaying highly collaborative and collegial actions.
- An open-minded convener of ideas.
- Demonstrated consistent focus on achieving results despite challenges or obstacles; demonstrating a concern for doing a good job and achieving or surpassing standards of excellence.
- Stamina, energy, and willingness to commit to quality pro-active results.
- Ability to work with minimal supervision, self-motivated.
- Fosters awareness and understanding to support a respectful and inclusive workplace.
- Available to attend after hours meetings as required.