



Job Description

Council Administrator

IDENTIFICATION

Job Title: Council Administrator Supervisor's Position: Senior Administrative Officer

Job Status: Permanent Full Time RI – 37.5 hrs. per week

Location: Inuvik Town Hall

PURPOSE OF THE POSITION

Reporting directly to the Senior Administrative Officer, the Council Administrator is responsible for the preparation of Town Council meeting packages, agendas and minutes, correspondence as required for the Mayor and SAO, attending designated committee meetings and Senior Staff meetings, and recording minutes of same.

SCOPE

The Council Administrator is responsible for providing senior level executive and administrative support to the Mayor, Senior Administrative Officer, and Councillors for the Town of Inuvik. The performance of duties in the position impacts the overall administration of the Town's legal and governance operations.

RESPONSIBILITIES

1. Prepare documentation for Council (Committee of the Whole and Regular Council) meetings by:

- Collecting items for the agenda (i.e., Minutes, briefing notes, proposals etc. from staff, councillors, members of the public)
- Ensuring packages are prepared and delivered according to legislative requirements preceding the council meeting(s)
- Attending the Committee of the Whole (COW) and Regular Council Meetings
- Recording and accurately preparing the minutes and decisions of Council (the discussion at the Monday meetings are incorporated into the Regular Council meeting minutes)
- Ensuring staff members are advised of Council decisions, so that they may schedule their workload appropriately (by way of Council decision)
- Ensuring that approved minutes are signed, scanned, and uploaded to the Town of Inuvik website and the hard copy maintained on file
- Ensuring all decisions of Council are recorded and the appropriate department(s) have been advised
- Recording attendance of members of Council at the COW and RCM, and preparing the bi-weekly attendance report which is submitted to the Payroll Officer
- Maintaining a separate list of all the motions passed by Council
- Ensuring that the local media (CBC and the Drum) and the MLA offices have been advised of all scheduled Council meetings
- Preparing Council Chambers for Council and Committee meetings
- Assisting the SAO and Senior Managers in developing briefing notes for Council

2. Prepares and Administers the Town of Inuvik By-Laws by:

All by-laws that have received three (3) readings from Council must be circulated in the following manner:

- Updating the by-law register, showing the dates that the readings were given
- Inserting the dates of the readings into the by-law and printing the approved bylaw
- Having the by-law signed by the SAO and then the Mayor
- Ensuring that the by-law is sealed with the Town's corporate seal
- Photocopying, stamped "certified true copy" and signed by the SAO, sealed with the Town's corporate seal, and distributed with the original signed copy scanned and retained on file

3. Prepare correspondence for the SAO and Mayor by:

- Drafting and/or word processing correspondence for signature by the SAO and the Mayor
- Copying all correspondence sent out on behalf of the SAO and/or the Mayor, recording and numbering each piece of correspondence
- Keeping a formal record of all correspondence

4. Other duties include:

- The Council Administrator attends, and records discussions held at Senior Staff meetings. These meetings are held monthly and can be attended by the following: SAO, Directors of Finance, Public Services, Protective Services, Community Services, Economic Development & Tourism, Library services Manager and other staff as required
- The Council Administrator attends, as required, meetings of committees and/or boards of Council to record and prepare the minutes of such meetings. He/she shall provide administrative services to the committee and/or board as required
- The Council Administrator may be required to make arrangements for the SAO, Mayor and/or members of Council. Arrangements include confirming registration(s), accommodation(s), and transportation to/from the event. The Council Administrator may also be required to prepare and forward the required indemnity and meal allowance form(s) for pre-payment for those travelling
- The Council Administrator in conjunction with the SAO, Senior Staff and Council develops and maintains Town Policies and keeps a record of such policies
- The Council Administrator will also assist in Town Communications including but not limited to the Town Website and Facebook pages.

5. Performs other duties as assigned that are directly related to the major functions of the job.

KNOWLEDGE, SKILLS AND ABILITIES

The incumbent must have proficient knowledge in the following areas:

- office administration
- an understanding of relevant legislation, policies, and procedures
- an understanding of the northern cultural and political environment

The incumbent must demonstrate the following skills:

- team building
- bookkeeping skills
- analytical and problem-solving skills
- decision making skills
- effective verbal, written and listening communications skills
- computer skills including the ability to operate computerized accounting, spreadsheet, and word processing programs at a highly proficient level
- stress and time management skills

The incumbent must maintain strict confidentiality in performing the duties of the Council Administrator. The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics

The Council Administrator would normally attain the required knowledge, skills, and abilities through completion of an office administration course combined with related experience. Equivalencies will be considered.

WORKING CONDITIONS

Physical Demands

The Council Administrator will have to spend long hours sitting and using office equipment and computers which can cause muscle strain. The Council Administrator may also have to do some light lifting of supplies and materials from time to time.

Environmental Conditions

The incumbent works in a controlled office environment with little exposure to disagreeable conditions.

Sensory Demands

Sensory demands include the extended use of the computer, which may cause eyestrain and occasional headaches, and muscle strain. The Town Office may be noisy and busy making it difficult for the Council Administrator to concentrate.

Mental Demands

The Council Administrator will have to manage several requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines, particularly respecting Council Meetings, and the need to coordinate the work of others around the tight meeting deadlines. There is also a need to focus and concentrate intently during council meeting, ensuring that nothing of substance or importance is ever missed or incorrectly recorded, and this could cause stress, leading to fatigue.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Senior Administrative Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.