

LEGISLATIVE SERVICES ASSISTANT

Employment Status:	Permanent, Full-Time
Compensation Range:	\$27.15 to \$30.52/ 35 hours per week
Location:	399 Ridout St. N., London, ON
Union:	CUPE 101.5

POSITION OVERVIEW

Under the general direction of the Legislative Services Manager/Clerk, the Legislative Services Assistant is responsible for performing a wide range of professional administrative duties under tight deadlines and requiring a high level of accuracy, confidentiality, and discretion. This position will also be the first point of contact to assist the public with general requests or inquiries to support the County. In addition, the Legislative Services Assistant will manage corporate communications, ensuring the effective dissemination of information, and coordinating internal and external communications.

QUALIFICATIONS

- 2-year post-secondary education in Records Management, Public Administration, Business Administration or related field is preferred.
- Minimum of one (1) year of job-related experience, preferably with an electronic records management document system in a municipal or government setting.
- Completion of the AMCTO Municipal Administration Program or working towards would be an asset.
- Experience with the Ontario Municipal Records Management System (TOMRMS) would be an asset.
- General knowledge of legislation pertaining to local government, in particular, the Municipal Act, Planning Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act, etc.
- Organizational, time management and project management skills.
- Proficiency with Microsoft Office applications, including Outlook, Word, PowerPoint and Excel.

WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London, but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists. At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by **4:30 p.m. on April 16, 2025**.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.

WHAT WE OFFER

Flexible Work Opportunities
Employee Recognition Events
Professional Development
Flex Time/Banked Time-Off
OMERS Pension Plan
Health and Dental Benefits
Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

Join our team and build a rewarding career!

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



MIDDLESEX COUNTY POSITION DESCRIPTION

Title: Legislative Services Assistant
Department: Legislative Services
Reports To: Legislative Services Manager/Clerk
Positions Supervised: N/A

POSITION SUMMARY:

Under the general direction of the Legislative Services Manager/Clerk, the Legislative Services Assistant is responsible for performing a wide range of professional administrative duties under tight deadlines and requiring a high level of accuracy, confidentiality, and discretion. This position will also be the first point of contact to assist the public with general requests or inquiries to support the County. In addition, the Legislative Services Assistant will manage corporate communications, ensuring the effective dissemination of information, and coordinating internal and external communications.

PRIMARY DUTIES & RESPONSIBILITIES

Legislative Services

1. Provides routine administrative and clerical support to the Legislative Services Manager/Clerk and administrative support to Council, including maintaining inventory, conference/seminar registration, travel accommodation/arrangements, document tracking, expense reports and maintaining contact lists.
2. Assists with the preparation of correspondence, reports, memos and policies as directed.
3. Ensures agendas, reports and correspondence are in compliance with AODA requirements. Makes alterations to documents as required.
4. Coordinates tracking of corporate agreements, by-laws, and reports.
5. Assist with the development and coordination of new Council orientation.
6. Assists the Legislative Services Manager/Clerk with processing and tracking Freedom of Information and Routine Disclosure requests under the Municipal Freedom of Information and Protection of Privacy Act.
7. Assists in the audit of existing record keeping operations to ensure compliance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act.
8. Assists with the coordination and organization of various corporate and departmental events (meetings, workshops, information sessions, inaugural, annual golf tournament, etc.).



Records Management

9. Assists with the maintenance of the County's electronic records management and retention system.
10. Retrieves and provides municipal documents and/or general information from the electronic records management and retention system as required or requested by the Legislative Services Manager or other Department Heads.
11. Updates retention and destruction schedules and assists departments in preparing files for proper removal and disposal as required.

Customer Service & Corporate Communications

12. Serves as the first point of contact for internal and external requests or inquiries and provides assistance as required and/or directs requests or inquiries to the Legislative Services Manager/Clerk.
13. Develops and coordinates external communications such as monthly newsletters and message boards, media and news releases.
14. Manages the corporate website, ensuring compliance with AODA standards, updating information, redesigning webpages, and creating content; provides timely reports on website activity, as directed by the Legislative Services Manager/Clerk.
15. Manages the corporate social media channels by generating content, capturing analytics, maintaining a consistent tone, and supporting the corporate brand through strategic content, as directed by the Legislative Services Manager/Clerk.
16. Directs daily incoming mail, correspondence and facsimiles to the appropriate department.
17. Processes outgoing mail and courier packages.
18. Maintains inventory of office supplies and orders supplies, as required.
19. Receives and inputs invoices using Laserfiche for various County departments, as requested.
20. Assists with special projects assigned by the Legislative Services Manager/Clerk.
21. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education & Experience



- 2-year post-secondary education in Records Management, Public Administration, Business Administration or related field is preferred.
- Minimum of one (1) year of job-related experience, preferably with an electronic records management document system in a municipal or government setting.
- Completion of the AMCTO Municipal Administration Program or working towards would be an asset.
- Experience with the Ontario Municipal Records Management System (TOMRMS) would be an asset.

Knowledge, Skills and Abilities

- General knowledge of legislation pertaining to local government, in particular, the Municipal Act, Planning Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act, etc.
- Organizational, time management and project management skills.
- Proficiency with Microsoft Office applications, including Outlook, Word, PowerPoint and Excel.
- Knowledge AODA document accessibility (Word, Adobe, Publisher and PowerPoint).
- Political acuity and confidentiality.
- Verbal communication skills including courtesy, tact, discretion, explanation, judgment and presentation skills.
- Written communication skills including grammar/spelling skills for proofreading, editing and writing of reports/correspondence.
- Ability to work effectively in an environment with multiple priorities and pressures and with minimum supervision.