

TOWNSHIP OF SOUTHGATE

JOB DESCRIPTION

Date of Update: March 2026	Legislative Coordinator
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SECTION A: POSITION DESCRIPTION

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Legislative Coordinator	Supervisor's Job Title: Municipal Clerk
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Office	Department/Division: Clerks
Employment Status: Full Time Salaried Position	Pay Band: 11

2) Scope of Position (A maximum of three sentences.)

<p>Under the direction of the Municipal Clerk, the Legislative Coordinator performs all legislative duties in accordance with department objectives. The Legislative Coordinator manages and supports the administration of legislative services such as Council and Committee/Board meetings, lottery and marriage licensing, cemetery administration, records management, and Freedom of Information requests. The position additionally supports municipal elections and other departmental responsibilities as required.</p>
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Key Responsibilities	Tasks	Percent of Time
General	<ul style="list-style-type: none"> • First point of contact for Clerks Department related inquiries from the public. • Perform administrative functions for the department including general correspondence, documents, filing, scheduling and other general office duties. • Provide general telephone reception and front counter customer service in a backup capacity. 	15%
Legislative Services	<ul style="list-style-type: none"> • Supports all Council meetings, including, but not limited to, agenda preparation, by-law and policy preparation, report editing and formatting, preparation of Council highlights, coordination of council member declaration of interests and strong mayor power decisions, assist with follow up correspondence and action items. • Acts in a back up capacity to the Deputy Clerk at Council meetings to prepare minutes and manage the chambers audio and visual system and conduct live stream of meetings. • Manage and coordinate Township Committee and Board meetings, including, but not limited to, agenda and minute preparation and circulation, follow up from meetings, action items, correspondence, etc. • Assists with management of Township website and social media accounts, as required. • Acts as an issuer of lottery licences and coordinates the successful delivery of the lottery licence program. • Act as an issuer of Marriage Licences and performs Marriage Solemnizations in accordance with the Marriage Act. • Support the Deputy Clerk in administration of the Township's Records Management Program and coordinates responses to and record searches for Freedom of Information requests. • Commission/certify documents to provide a service for the public as a Commissioner of Oaths on behalf of the Township. • Manage the administration and legislative responsibilities of all Township owned Cemeteries, including, but not limited to, internments, plot and niche sales, foundation orders, and public inquiries etc. • Preparation of yearly cemetery reporting to the Bereavement Authority of Ontario. • Administration of OWDCP program in conjunction with the Province. 	80%

<p>Other</p>	<ul style="list-style-type: none"> • Assist the Clerk and Deputy Clerk in preparation and execution of Municipal Elections and act as an Election Official in accordance with the Municipal Elections Act. • Assist the Clerk and Deputy Clerk in researching and gathering relevant information to develop reports, by-laws, and recommendations to Council in accordance with department or legislative requirements. • Maintain confidential information, including personal information and resources. • Manage Public Planning Committee and Committee of Adjustment meetings including agenda and minute preparation and all legislative functions for both committees. • Act as Secretary-Treasurer to the Committee of Adjustment and provide legislative support to the committee, including providing legislative support to the committee, overseeing the administration of the applications and committee decisions and ensuring all related conditions and statutory duties of the Secretary-Treasurer are fulfilled in compliance with the Planning Act. • Act as a member of the Emergency Control Group in the event of a municipal declared emergency. • Other duties and special projects that may be assigned. 	<p>5%</p>
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SECTION B: SKILLS

1) Formal Education and External Training

<p>Highest level required</p> <p><input checked="" type="checkbox"/> High School</p> <p><input type="checkbox"/> Vocational School</p> <p><input checked="" type="checkbox"/> Community College</p> <p><input type="checkbox"/> University Degree</p> <p><input type="checkbox"/> Individual Courses</p> <p> License or Professional Designation</p> <p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Discuss: Attends seminars/courses pertaining to job, or the Boards, as required. Member of AMCTO (either New Professional or Full Member)</p>	<p>Specific Specialty or Degree? (List)</p> <p>- AMCTO's Diploma in Municipal Administration (or working towards)</p> <p>- 2 Year College Diploma in Business Administration or equivalent work experience</p>
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2) Required On-The-Job Training

Specific Internal Training	Months to Complete
License/permit issuing	1 Month
Records & Information Management	6 Months
Access & Privacy	1 Month
Open Data/Open Government	2 Months

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"> • Knowledge of general office procedures, including preparing documents and record and information management systems • Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, initiative/self-management, accountability, flexibility and adaptability • Excellent analytical skills showing good judgement, sound problem solving and conflict resolution abilities • Computer literacy and proficiency utilizing MS Office software applications and adaptability to program specific software • Demonstrated organizational skills to meet strict and time sensitive deadlines • Ability to work with personal information, maintain strict confidentiality and to use tact and discretion when dealing with matters of a highly sensitive nature • Ability to work outside regular business hours as required • Demonstrated experience in organizing meetings, including preparation of agendas and documentation with attention to detail and accuracy 	<p>Two [2] years of responsible related experience, preferably in a municipal setting or equivalent education</p>

4) Other Key Skills

<ul style="list-style-type: none"> • Successful completion [or enrollment] of the AMCTO Municipal Administration Program is considered an asset. • Demonstrated judgment and ability to critically assess options within the context of applicable legislation to guide decisions.
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5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Daily	Support management staff	In person, via phone or e-mail
Co-workers (other dept.)	Daily		
Supervisor (my dept.)	Daily		
Supervisor (other dept.)	Occasionally		
Depart. Head (my dept.)	Daily		
Depart. Head (other dept.)	Occasionally		
Staff in other municipalities	Occasionally		
CAO	Frequently		
External Contacts	Frequency	Purpose	Method
Ratepayers	Daily		
Children/Students	N/A		
Seniors	Frequently		
Supplier	Seldom		
General Public (Not residence)	Occasionally		
Business representatives	Seldom		
Consultants, Engineers, Planners	Occasionally		
Auditors	Seldom		
Solicitors	Seldom		
Funding Organizations	Seldom		
Government Officials	Occasionally		
Boards	Occasionally		
Council (your own)	Occasionally		
Council (other municipalities)	Occasionally		
Media	Seldom		
Ratepayers Groups	Seldom		
Other: Specify Below			
Interpersonal skills:			
Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; advising.			

6) Decision Making

Works with detailed, complex and sensitive materials and must exercise considerable judgment, diplomacy and human relation skills in dealing with complex problems relating to day-to-day operations. Makes independent decision on work method and procedures.

7) Problem Solving Responsibilities

Analyze, evaluate and determine a solution for policies in place. Complex issues are escalated to the appropriate individual(s).

8) Equipment & Technology Utilized

Computer, cash register, fax machine, postage meter, photocopier.

SECTION C: RESPONSIBILITY

1) Program Delivery

Provides research to the Municipal Clerk and Deputy Clerk for reporting.
Supports the delivery of legislative programs including records management program.

2) Impact and Accountabilities

Responsible to the Municipal Clerk and Deputy Clerk.
Must maintain confidentiality where residents/ratepayers are concerned.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
N/A	
Indirect Subordinates – Job Titles	Number of Staff
N/A	
Provides training/instruction to others – Job Titles	Number of Staff
N/A	

4) Material and Information Resources

Maintain accurate information, data and records.
Has access to private customer information.

5) Financial Resources

This position has access to confidential financial information.
Responsible for accurate billing of services, receipt of payments and reporting.

SECTION D: WORKING CONDITIONS

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting					X

Standing		X			
Noise Exposure		X			
Adverse Temperature			X		
Pushing/Pulling	X				
Lifting/Carrying		X			
Dust	X				
Odors	X				

2) Health & Safety Hazards

May encounters with irate customers when providing front counter backup. Otherwise, minimal hazards, office environment.

Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

3) Travel

N/A

4) Driving

Driving to offsite meetings.

5) Mental Environment

Works alone with regular interruptions. Dealing with unhappy people and deadlines contribute to stress.

SECTION E: EFFORT

1) Mental Effort

Strong mental effort required. Excellent keyboarding skills and visual concentration are required. Deadlines and task management are major components of work effort. Accuracy requires mental effort. Constant interruptions - ratepayers, co-workers, telephone.

2) Physical Effort

Minimal physical effort required.
Constant sitting.
Keyboarding.

SECTION F: ADDITIONAL INFORMATION

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____