

## Civic Agencies Coordinator

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### **DEFINITION**

This is specialized senior level administrative and advisory work found within the Office of the City Clerk. Employees in this class provide direction and advice, as well as leadership and coordination in the development, staffing and ongoing operation of City Council's Civic Agencies, Boards and Committees, and Departmental boards and committees.

### **COMPLEXITY OF WORK**

Employees of this class are expected to independently perform a wide variety of administrative and advisory functions and undertake varied projects in support of Civic Agencies and Boards. They research, develop and review bylaws, committee mandates, City policies and other documents dealing with the lifecycle or operation of civic agencies and departmental committees. They compile, analyze and report on research data, including making recommendations for review and consideration for further action and/or direction by the Director, Tribunal & Civic Agency Governance or the City Clerk.

While some of the work is guided by legislation and bylaws, which must be consistently and correctly applied in varied situations, these employees are also required to make decisions or recommendations and exercise good judgment where governing precedent may not exist. Recommendations often influence the final outcome of management and Civic Agency decision-making and reporting to or interaction with Council.

In this position, frequent contact is required with City Council and members of its Boards and Agencies. Employees of this class act as the technical expert in the provision of information and advice to Council members and their Executive Assistants, Civic and external Agency Board Chairpersons and Board members, City and Board administration, and members of the public regarding the establishment and appointment processes, and the mandates and bylaws underpinning the numerous Civic Agencies and Boards. Only unusual matters are referred to the Director, Tribunal & Civic Agency Governance or to the City Clerk.

### **WORKING CONDITIONS**

Physical requirements of this role are typical of office work, as the employee is required to sit for prolonged periods of time and to use a computer keyboard and monitor.

Psychological requirements of this role require the employee to keep sensitive political documents or discussions confidential, and to provide thorough and rapid response to inquiries and requests.

### **SUPERVISORY RESPONSIBILITIES**

Employees of this class have supervisory responsibility over administrative personnel and consultants supporting the Civic Agencies. They are accountable for direction and assignment of duties, addressing administrative needs, providing performance coaching and assessment, and coordinating ongoing training requirements. They are responsible for recruiting and selection activities, but refer advanced performance management responsibilities to the Director, Tribunal & Civic Agency Governance.

**DUTIES**

Provide procedural advice and possible alternatives to Council, Councillors, Boards, other departments and citizens on issues involving appointments to and the formation and operation of boards.

Prepare bylaws, Council reports, city policies, briefings, shareholder resolutions and other documents.

Devise methods for collecting and analyzing background material on governance or administrative operations. Identify best practices and develop new policies or recommend changes to incorporate these in Civic Agencies practices.

Forecast board membership requirements and coordinate recruitment as required through administrative support and external consultants.

Supervise, assign and review the work of subordinate civic agencies staff. Develop policies and procedures for the efficient operation of the civic agencies unit.

Interpret effect of provincial legislation, municipal bylaws and other regulations on the governance or operation of civic agencies, and recommend appropriate changes to establishing documents, policies or procedures.

Prepare budgets for the Civic Agencies Coordinator's function, and maintain statistical records of the Civic Agencies Coordinator's activities.

**KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of provincial and municipal legislation, and Council or departmental policies and regulations governing civic agencies.

Considerable knowledge of the principles and skills required to effectively operate and structure the Civic Agencies and their volunteers.

Ability to make decisions in the absence of established policies or procedures.

Ability to understand and execute oral and written instructions of an advanced nature, and to communicate effectively both in writing and verbally.

Ability to research, prepare and present reports, briefings and training programs.

Ability to work effectively with Council, senior members of the organization and volunteers in order to meet strict regulatory requirements and timelines.

Ability to manage projects and implement change initiatives in environments where resistance or reluctance may be encountered.

Ability to "think on one's feet" in situations which are politically sensitive or when immediate responses are required.

Ability to make recommendations for improvements to established legislation, policies and procedures.

Ability to prepare budgets and statistical summaries.

Ability to manage special Council and Standing Committee meetings and provide procedural or operational advice, options or directions balanced with desired outcomes.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

An undergraduate degree in public administration, government studies, business administration or volunteer management is required, along with at least 5 years of progressively responsible experience in the field of specialization.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1319		1320	
Last Updated:	2006-10-03			
Previous Updates:				
Originated:	1999-03			