



MUNICIPALITY OF THE DISTRICT OF WEST HANTS

JOB DESCRIPTION

MEETING SECRETARY: PLANNING AND DEVELOPMENT

PART-TIME TERM POSITION

Position Title: Meeting Secretary: Planning and Development

Department/Division: Planning and Development

Reports To: Director of Planning and Development

Subordinate Staff: None

Salary Range:

Classification: Part-time as required

Revision Date: March 2019

Position Summary: Provides administrative and secretarial support to the Planning/Heritage Advisory Committee PAC/HAC), the Hantsport Area Advisory Committee (HAAC) and the Municipal Climate Change Action Committee (MCCAP) as required.

JOB DUTIES AND RESPONSIBILITIES¹

Administrative Tasks

- Assists with preparation of and places notices for public hearings, public information meetings and all Committee meetings as required
- Coordinates advertising for meetings and maintains newspaper clippings for files
- Inputs agenda packages and minutes into Laserfiche

Committee Involvement

- Attends meetings and takes, transcribes, and distributes meeting minutes
- Prepares agendas, agenda packages and meeting notices via SharePoint and e-mail for PAC/HAC, MCCAP and HAAC
- Prepares reports for Council for PAC/HAC Chairs
- Tracks and reports Councillor attendance at PAC/HAC, MCCAP and HAAC
- Maintains PAC/HAC, MCCAP and HAAC meeting minute binders
- Opens and closes Municipal Building as required for meetings
- Sets up recording equipment and Facebook livestreaming

Professional Development

- Participates in relevant training and development programs

¹ Job descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Job descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The municipality of West Hants reserves the sole and unfettered right to make changes to this job description, as required by the organization, without impact upon the employment relationship.

- Maintains a relevant knowledge base and skill set

JOB CHARACTERISTICS

Work environment

- Works in an office environment
- Is required to attend evening and off-site meetings
- Must be available to attend regularly scheduled meetings
- Must be available to attend other meetings provided an agreed upon notice period is provided by Planning and Development

JOB REQUIREMENTS (KNOWLEDGE, SKILLS, EDUCATION, AND TRAINING)

Education & Experience

- High School Diploma or equivalent
- Business or secretarial course

Knowledge, Skills, & Abilities

- Proficiency in the use of computer software, particularly word processing, database and spreadsheet packages