

Council Administrator

Job Description

Reports to:	Legislative Affairs Manager
Division:	Community Safety & Organizational Excellence
Business Centre:	Legislative Affairs
Date Updated:	2025

Job Scope:

The Council Administrator provides essential administrative and organizational support to ensure the efficient operation of the offices of Mayor and Council. This role often serves as a liaison between the public, organization, staff, customers, consultants/contractors, internal and external shareholders, ensuring smooth workflow and adherence to organization policies and procedures.

Key responsibilities of the job are as follow:

1. General Administrative responsibilities:

- Communication & Correspondence: Manage and triage incoming communications, draft and respond to correspondence, and coordinate webpage updates;
- Document & Records Management: Prepare and format standardized documents, attend meetings and produce minutes, maintain databases and records per RMS policy. Document and track citizen inquiries in consultation with the Legislative Affairs team. Use
- Financial & Contract Support: Process payments, receipts, invoices, billing requisitions, and assist with basic contract administration and circulation;
- Operational & System Support: Support daily operations using Town and business centre specific systems and software, including managing ticketing workflows (e.g., work orders, permits);
- Data & Reporting: Perform data entry, track KPIs, support budgeting, monitor expenditures/revenue, and generate reports;
- Presentation & Event Coordination: Create professional presentations and coordinate calendars, meetings, special events hosted by Council, logistics, and distribution lists. Including set-up and take-down, catering, booking, scheduling, purchasing supplies, etc.;
- Cross-functional Collaboration: Provide backup support through cross-training with other administrative and customer experience teams.

2. Other responsibilities:

- Compile promotional material for the Mayor and Council as needed for their events;
- Conduct routine research and identify opportunities for process improvement;
- Support the adoption and use of digital tools and AI-supported administrative systems to assist with document drafting, summarization, and workflow improvements;
- Ensure compliance with OH&S, Town Standards and Administrative Guidelines; and
- Support various projects and initiatives as assigned.



Qualifications and required skills:

- **Education:** Equivalent to completion of a diploma training program at a college or technical school. It requires an ability to understand, utilize and communicate specialized information in speech and written text. This specialized training is often formalized and recognized by a diploma that may include Office Administration Diploma, Business Administration Diploma or related field.
- **Experience:** 3 or more year's related work experience representing continuous learning.
- **Skills:**
 - Maintains professionalism through discretion, confidentiality, and strong customer service skills.
 - Demonstrates excellent organizational, time-management, and multitasking abilities.
 - Delivers accurate data entry and recordkeeping with strong written and verbal communication skills.