



The City of Pembroke Administration Department is currently seeking a **Full-Time permanent Legislative Administrator** to join their team. This is a new position.

### **About Us**

The City of Pembroke is the Heart of the Ottawa Valley. You can do it all from beautiful Pembroke thanks to our unparalleled quality of life, competitive property costs, cost of living, critical infrastructure, healthcare, education resources, and proximity to Ottawa. Enjoy a work-life balance set according to your terms in Pembroke. Learn more about us at [www.pembroke.ca](http://www.pembroke.ca)

### **Position Summary:**

The Legislative Administrator provides executive-level and confidential support to the City Clerk. This role manages legislative tracking and processes, oversees volunteer compliance requirements, and helps improve volunteer programs.

### **Qualifications:**

1. A post secondary diploma in Business Administration, or combination of education and work experience.
2. Demonstrated knowledge of legislation and processes related to records management, municipal administration and reporting, as well as Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Accessibility for Ontarians with Disabilities Act (AODA).
3. Municipal elections experience is considered an asset.
4. 3 years of experience in a municipal environment preferred.
5. Intermediate computer skills, including proficiency with Microsoft Office applications and automated records management systems, tools, and software

### **Hours of work:**

1820 hours annually (35 hours a week) with occasional overtime.

### **Salary and Benefits:**

- \$58,567.97 - \$64,424.77 annually.
- Extended Health Care, Dental, Vision, Life Insurance, Long Term Disability and Accidental Death insurance.
- 15 days' vacation, increasing with years of service plus 2 wellness days.
- OMERS defined pension, including 100-per-cent employer matching.
- Professional development and skill-based training opportunities.



Applicants are invited to submit in confidence a detailed cover letter and resume by 12pm on **April 2, 2026**.

Arin Crinnion - Human Resources Advisor  
City of Pembroke  
1 Pembroke St. East, Pembroke, ON K8A 3J5  
Email: [HR@pembroke.ca](mailto:HR@pembroke.ca)

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please. We may use AI in our hiring process.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.



TITLE:	<b>Legislative Administrator</b>
DEPARTMENT:	<b>Administration</b>
REPORTS TO:	<b>Clerk</b>

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**Education/Qualifications/Experience:**

6. A post secondary diploma in Business Administration, or combination of education and work experience.
7. Demonstrated knowledge of legislation and processes related to records management, municipal administration and reporting, as well as Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Accessibility for Ontarians with Disabilities Act (AODA).
8. Municipal elections experience is considered an asset.
9. 3 years of experience in a municipal environment preferred.
10. Intermediate computer skills, including proficiency with Microsoft Office applications and automated records management systems, tools, and software

**Skills and Abilities:**

1. Strong knowledge of Ontario municipal governance and legislative frameworks (e.g., Municipal Act, procedural by-laws) and ability to apply them in practice
2. Ability to interpret, track, and implement compliance requirements, including those affecting volunteers (screening, privacy, accessibility, health & safety, records retention)
3. High attention to detail and accuracy in documentation, tracking logs, and compliance records
4. Ability to demonstrate tact, discretion, dignity and respect in handling confidential or highly sensitive matters.
5. Excellent administrative, organizational, multitasking, interpersonal, report writing, problem-solving, and minute-taking skills



### **General Scope of Duties:**

- Governance & Executive Coordination: Supports the Clerk's Office by triaging priorities, coordinating workflows, and reducing administrative burden to support clear decision-making.
- Legislative/procedural compliance: Tracks and helps implement legislative and procedural requirements affecting municipal governance using calendars, checklists, templates, and internal guidance.
- Council/committee process support: Assists with agenda and meeting-cycle coordination, action and follow-up tracking, and preparation. Serves as staff support to Accessibility Advisory Committee and Police Service Board as delegated by Clerk.
- Confidential advisory & issues filtration: Handles sensitive matters with discretion; prepares briefings and background materials; flags risks/issues and escalates as appropriate.
- Volunteer compliance & records oversight: Tracks volunteer-related legislative/policy requirements (e.g., screening, privacy, accessibility, conduct, retention etc.) and maintains documentation/logs to support compliance and risk management.
- Volunteer experience enhancement: Supports improvements to onboarding, training/orientation, communications, recognition, and feedback, and tracks volunteer participation/experience metrics to inform service enhancements.

### **Decision Making and Judgement:**

The Legislative Administrator uses sound judgement and discretion to prioritize and triage requests in a politically sensitive environment, determining when to act independently and when to escalate to the Clerk. The role assesses legislative, procedural, and volunteer-related compliance requirements, identifies risks, and recommends practical next steps. Decisions are guided by applicable legislation, by-laws, policies, confidentiality requirements, and service standards, with higher-risk or precedent-setting matters escalated for direction.

### **Accountability:**

Accountable for delivering accurate, timely, and confidential governance support; maintaining effective tracking of Council direction and legislative/volunteer compliance requirements; and ensuring complete, well-managed records. Responsible for meeting deadlines, flagging risks, improving processes and the volunteer experience, and escalating matters beyond delegated authority.



**Leadership/Supervision:**

This position has no supervisory responsibilities.

**Interpersonal Skills and Contacts:**

Internal

- Council
- Senior and support staff of other departments

External

- General public
- Government ministries and regulatory officials/agencies
- Other municipalities

**Working Conditions:**

- Office Environment
- Required to work 35 hours per week.
- May be required to attend evening meetings.
- Overtime work may be required.
- Travel may be required for training.
- Hold a valid Ontario Driver's License.

**Physical Skill and Effort:**

- Lifting or moving up to 10lbs may be required.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the City's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

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The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

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Hours of Work: 35 hours/week (8:00 AM to 4:00 PM) Monday to Friday  
Occasional overtime.