

## **Research for the Council position of Research Assistant**

The role of research assistant could only be found within the City of Toronto. Two job descriptions match or are close to the position described as requested by members of Council at our last Committee meeting.

### **City of Toronto**

#### **Executive Assistant - Fixed term contract position**

Assumes primary responsibility for the management of general operations of the Councillor's office. Includes ensuring that the Councillor is relieved of all administrative detail as it relates to the day-to-day running of the office if delegated by the Councillor.

Ensures that other members of the Councillor's staff are completing, to the Councillor's satisfaction, duties required of them; that the Executive Assistant hires, trains and supervises Councillor staff or assists in those projects if delegated by the Councillor.

Ensures that constituent related concerns, problems, and inquiries are resolved either personally or through delegation to another member of the Councillor's staff or to appropriate City staff. Assists the Councillor and Councillor's staff in handling inquiries, concerns, and complaints from constituents and the public. Provides constituency outreach, strategic planning and monitoring of current issues if delegated by the Councillor.

Monitors and maintains records on Committee recommendations and Council decisions regarding matters of interest to the Councillor and their constituents. Pays special attention to those matters of importance to the Councillor and problematic issues.

Reviews, analyses and makes recommendations to Councillor on content and appropriateness of reports by City staff. Reviews and analyses agendas for Council, Committees, Task Forces, Agencies, Boards and Commissions, identifying items that will affect the Councillor and their constituents. Recommends and initiates necessary action to respond to these matters.

Undertakes research and analysis for the Councillor with respect to policy matters and departmental initiatives. Reviews and analyses agendas for Council, Committees, Task Forces, Agencies, Boards and Commissions. Researches, initiates, assists with formulation and discusses feasible policy options with appropriate City staff for recommendations to appropriate Council, Committees, Task Forces, Boards and Agencies.

Prepares motions on behalf of the Councillor for Council, Committees, Agencies, Boards and Commissions, as it pertains to issues of interest to the Councillor and their constituents.

Ensures that records are maintained and follows up on requests and inquiries made by the Councillor to City Staff.

Provides advice and comment to City staff on matters of interest to the Councillor and their constituents.

Liaises between the Councillor, the Mayor, and other Members of Council and their staff, as well as the various senior City staff, directors, managers and other City staff with respect to corporate initiatives, operational issues, and issues affecting the Councillor and their constituents.

Answers inquiries and provides and explains Councillor's position on issues to City staff, members of the public and the media, if delegated by the Councillor.

Anticipates and initiates responses for the Councillor. Reviews correspondence of importance with Councillor, advises on or determines the course of action, if required, and organizes replies for signature where appropriate. Arranges and delegates for preparation of responses by appropriate staff as required. May be required to sign on behalf of the Councillor if delegated by the Councillor.

Prepares and coordinates general presentation material and speeches for the Councillor when necessary.

Prepares articles, columns, and letters to the editor for local and mainstream print media.

Maintains a thorough and continuous awareness of corporate initiatives and Council policies in order to keep the Councillor and his/her constituents informed and up-to-date on issues.

Ensures the Councillor is prepared with the required briefing material for meetings of Council, Committees and other meetings.

Liaises with other Councillors for support on issues of importance as required.

Monitors the Councillor's office budget and ensures that expenditures are controlled and maintained within approved limits. May be required to approve expenditures if delegated by the Councillor.

Undertakes or delegates special assignments as required by the Councillor.

Assists in organizing and publicizing community meetings.

Represents the Councillor at meetings with City staff, constituents, community organizations and associations, and special event functions. Communicates the Councillor's position and obtains support for that position at these meetings if necessary. Also accompanies the Councillor to required meetings providing assistance and advice.

Maintains sound awareness of local and city-wide municipal matters, and other matters affecting the municipality, which affect the Councillor and their constituents.

Maintains confidentiality on issues involved in the executive function and matters of confidentiality relating to issues of importance to the Councillor and their constituents.

Develops and ensures maintenance of Councillor's contacts either by way of electronic database or other means. May be required to develop and maintain Councillor's profile by way of web page development and maintenance and development of constituency newsletters.

### **Council Office Constituency Assistant - Fixed term contract position**

Provides constituency outreach and strategic planning. Monitors current issues that may have impact on the constituency.

Undertakes research and analysis for the Councillor with respect to policy matters and divisional services/programs as they relate to constituency/public inquiries and concerns. Discusses same with City staff for appropriate actions and response. Prepares responses. May be required to sign on behalf of the Councillor.

Ensures that inquiries/concerns are addressed and records are maintained. Follows up on requests/inquiries made by the Councillor to City staff.

Provides liaison between the Councillor, the Mayor, and other Members of Council and his/her staff, as well as City staff with respect to corporate initiatives, services, programs and issues affecting the Councillor and their constituents.

Prepares and coordinates general presentation material and/or speeches for the Councillor when necessary.

Ensures the Councillor is prepared with the required briefing material for meetings of Council, Committees, and other meetings.

Develops and ensures maintenance of Councillor's contacts through electronic database or other means. May be required to set up and maintain Councillor's web page.

Prepares, processes printing and distribution of constituency newsletters. Prepares articles, columns, and letters to the editor for local and mainstream print media.

Arranges public meetings, meetings with constituents and other community events. Assists and/or represents the Councillor at meetings/events.

Assists Councillor or represents Councillor at public hearing and appeals (e.g. Committee of Adjustment, Ontario Municipal Board, Workplace Safety Insurance Board, etc.) acting on behalf of constituents.

Monitors the Councillor's office budget and ensures that expenditures are controlled and maintained within approved limits. May be required to approve office expenditures.

Maintains awareness of ward, community and city-wide municipal matters, and other matters affecting the municipality, the Councillor and their constituents.

Maintains confidentiality with respect to issues involving the City and the Councillor, and adheres to the City's Conflict of Interest Policy.

Undertakes special assignments as requested by the Councillor.