

NON-STANDARDIZED POSITION



# Ministry of Rural Development and Local Government

## **JOB DESCRIPTION** **CONTRACTUAL POSITION**

### **JOB TITLE: CORPORATE SECRETARY**

**JOB SUMMARY:** The Corporate Secretary handles legal and administrative functions of the Corporation's Secretariat, coordinates all arrangements for meetings of the Council to ensure that they are properly organized and conducted.

<b>REPORTS TO:</b>	Chief Executive Officer, Municipal Corporation
<b>SUPERVISION GIVEN TO:</b>	Staff of the Secretariat

### **DUTIES AND RESPONSIBILITIES:**

- Plan, organize, coordinate all activities and operations of the Corporation Secretariat and all other arrangements for meetings of the Council and sub committees
- Supervises subordinate staff of the Corporation Secretariat
- Provides legal advice and guidance to the Council and the Corporation on all affairs of the Corporation and all statutory and constitutional requirements
- Attends all meetings of Council and other related meetings and vets minutes of meetings and circulate decisions of the council and committees to all relevant parties
- Prepares and issues written notices and agenda papers / documents of monthly and other statutory meetings as provided by law
- Drafts Bye-laws, Regulations and Standing Orders pertinent to operations of the Corporation
- Represents the Corporation in Court of Law or Tribunals

**KNOWLEDGE, SKILLS AND ABILITIES****KNOWLEDGE:**

- Considerable knowledge of the Municipal Corporations Act, Bye Laws, Regulations, practices and procedures associated with Local Government
- Knowledge of the principles and techniques of public administration, management and supervision

**SKILLS AND ABILITIES:**

- Ability to work independently with a minimum of direction
- Excellent written and oral communication skills
- Knowledge of the Court Procedures of Trinidad and Tobago
- Ability to maintain effective working relationships with others

**MINIMUM EXPERIENCE AND TRAINING:**

- Bachelor of Law Degree from a recognised institution
- Legal Education Certificate or equivalent from a recognised institution
- Admission to practice Law in Trinidad and Tobago
- Minimum of five (5) years' experience as a practicing Attorney at Law
- Experience in Local Government Administration would be an asset