

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.

| | |
|--------------------|--|
| REPORTS TO: | Chief Executive Officer, Municipal Corporation |
|--------------------|--|

| | |
|------------------------------|--------------------------|
| SUPERVISION GIVEN TO: | 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