

TAY VALLEY TOWNSHIP

POSITION DESCRIPTION

POSITION DATA

Position Title: Community Services Coordinator

Reports To: Clerk

Indirectly Reports To: Chief Administrative Officer

Revised: January 2022

POSITION SUMMARY

This position provides the day-to-day requirements, as well as the long-term planning for a variety of service areas that intertwine: Accessibility, Age-Friendly Communities, Cemeteries, Communications, Economic Development, Equity, Diversity and Inclusion, Grant Writing, History Scholarship, Heritage Properties, Indigenous Relations, Parks and Recreation Capital and Maintenance, Recreation and Tourism.

CORE COMPETENCIES

Service Delivery, Government Relations and Citizen Engagement, Financial Management, Communication, Integrity, Self-Management.

SIGNATURES

I have read and had an opportunity to comment on this position description.

Incumbent

Date

This position description reflects the key duties, responsibilities and requirements of the position.

Clerk

Date

Chief Administrative Officer

Date

TAY VALLEY TOWNSHIP

Position Description: Administration – Community Services Coordinator – Full Time

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

KEY RESPONSIBILITIES

1. Performs the responsibilities of the position within the legislative and regulatory standards as set out in all applicable provincial legislation.
2. In conjunction with the Clerk, ensures compliance with the Accessibility for Ontarians with Disabilities Act and its regulations, including the development and implementation of the multi-year Accessibility Plan.
3. Responsible for the implementation of the Age-Friendly Community Plan: Creating Rural Foundations for Elder Independence in Tay Valley Township.
4. In conjunction with the Treasurer, ensures compliance with the Cemeteries Act, including acting as the staff resource to the Bolingbroke and Pinehurst Cemetery Boards.
5. Coordinates all media releases, advertising, communications and publications for the Corporation. In conjunction with the Clerk, ensures the Municipal Website, social media platforms and Interactive Map are up to date.
6. Responsible for Economic Development and Tourism, including the development and implementation of an Economic Development and Tourism Strategic Action Plan, the development of promotional and marketing materials for initiatives such as home-based businesses, tiny homes, secondary units, co-housing, etc., compiling and updating relevant economic development and tourism data, and maintenance of the online Business Directory.
7. Coordinates the development and implementation of an Equity, Diversity and Inclusion Lens for the organization.
8. Coordinates Indigenous Relations for the organization, including building partnerships with the local Indigenous communities, and undertaking engagement to meet Federal and Provincial requirements for funding and outreach.
9. Coordinates the History Scholarship and the Heritage Property Recognition Program.
10. Responsible for coordination and promotion of recreation programs and activities for the Township.
11. Responsible for the Implementation of the Recreation Master Plan.

TAY VALLEY TOWNSHIP

Position Description: Administration – Community Services Coordinator – Full Time

12. Responsible for the maintenance and inspections of outdoor recreation amenities, including ball fields, boat launches, outdoor ice rinks, parks, playgrounds, tennis court, trails, water access points, etc., and active and inactive cemeteries.
13. Responsible for contract management of outsourced services for outdoor recreation amenities including but not limited to grounds keeping, portable toilet rentals, etc. ensuring adherence to specifications, cost containment and recommending renewal or re-tendering on a timely basis.
14. Investigates and researches grant funding programs provided by federal and provincial governments as well as other sources of grant funding available to the Township. Prepares and administers grant applications/proposals and assists the Treasurer with reporting.
15. Provides input into the annual budget process and manages applicable areas of the budget.
16. Supervises and directs the activities of summer students and the Corporate Administrative Assistant.
17. Performs an assigned role in the Emergency Operation Centre and in accordance with the Emergency Plan.
18. Conducts research, analysis, planning and evaluation.
19. Attends and participates in Council, committee and other meetings, as required.
20. Performs such other duties as assigned by the Clerk or Chief Administrative Officer that are associated with the primary responsibilities of the position.

TAY VALLEY TOWNSHIP

Position Description: Administration – Community Services Coordinator – Full Time

FACTOR DESCRIPTION

1. Knowledge Gained by Formal Education and Previous Training

- Post-secondary school courses related to business, event planning, recreation, marketing, economic development, or tourism, plus municipal training/designation or an equivalent combination of education, training and experience.
- Three (3) years progressively related experience in recreation, marketing, economic development or tourism, preferably in a municipal setting.
- A designation would be considered an asset.
- Valid Class 'G' driver's license.

2. Knowledge Gained by Experience

- A working knowledge of the Funeral, Burial and Cremation Services Act of Ontario, 2002, Ontario Regulation 30/11 and other applicable Municipal, Provincial and Federal laws.
- Excellent computer skills, proficiency using Outlook, Word, Excel, PowerPoint and GIS.
- Proven record of effective communication and interpersonal skills, both oral and written.
- Exceptional promotion and marketing skills.
- Demonstrated commitment to a team approach and a strong focus on customer relations and customer satisfaction.
- Strong time management and organizational skills.
- Punctual and reliable.
- High level of initiative, creativity and independent judgment.
- Capable of carrying out duties with minimal supervision.

Knowledge may be acquired through a combination of industry specific training, post secondary school courses, and direct experience.

3. Complexity

Independent thinking and time management to stay current and interpret policy and legislation covering varied and diverse subject matter.

Frequently uses analytical methods to develop solutions to solve new or non-routine problems requiring an assessment of a variety of needs and options. Ability to think critically to arrive at the best solution when several are available.

Performs increasingly more complex duties to move through the Township's 4-step pay grid.

TAY VALLEY TOWNSHIP

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4. Supervision, Training, Management and Advisory Responsibilities

Provides advice and recommendations to Council, staff and the public regarding legislation, policies and procedures related to the service areas for the position.

Manages summer students and .5 FTE staff performing administrative functions.

5. Supervision Received – Independence of Action

Ability to work as part of the Clerk's Department team to achieve both broad department goals under the direction of the Clerk. Must have the capacity to work independently within the policies and objectives of the Corporation and Department to achieve results. Assists with development and once adopted, carries out policies and procedures to attain department goals and objectives, referring matters not covered by policy to the Clerk.

6. Consequence of Error – Budget Responsibilities

Decisions will have a direct impact on the overall financial status of the Township.

The work requires participating in the development of financial policies related to the service areas covered by the position.

Participates in establishing the annual budget for the service areas covered by the position.

7. Confidentiality

Works with confidential information concerning Township, client and third-party initiatives where disclosure may result in legal action, loss of integrity and substantial monetary loss. Must possess the ability to preserve the integrity of confidential matters that may have legal implications on the Township.

8. Contacts

The work requires continuous outreach and engagement with a variety of stakeholders.

Internal Contacts: Clerk
Chief Administrative Officer
Corporate Administrative Assistant
Planner
Public Works Manager
Treasurer
Board and Committee Members
Municipal Staff

TAY VALLEY TOWNSHIP

Position Description: Administration – Community Services Coordinator – Full Time

External Contacts: General Public
Local Indigenous Communities
Suppliers and Contractors
Other Public Agencies

9. Physical Skills and Effort

Attends meetings and events requiring prolonged sitting or standing, and in some circumstances the set up and take down of materials. Operates personal computer which may require visual attention to detail. Ability to mentally focus when researching and compiling information, writing reports, and developing, implementing and analyzing plans and projects, requires a high level of acuity and attention to detail.

10. Working Conditions

Works in a closed office or open office environment.

Occasionally may be exposed to weather extremes or safety hazards when traveling or attending various locations away from the office.

Must meet changing deadlines and requirements with the added stress of interruptions from staff and the public. Occasionally deals with concerned citizens and those that may not agree with the policies, procedures, or decisions of the Township.

Normal Working Hours are Monday to Friday - 8:30 a.m. – 4:30 p.m. with an hour lunch. Overtime is required on an occasional basis to attend Council, committee and other meetings and events as required.