

TOWNSHIP OF SOUTHGATE

JOB DESCRIPTION

Date of Update: June 2023	Legislative and Planning Coordinator
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SECTION A: POSITION DESCRIPTION

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Legislative and Planning Coordinator	Supervisor's Job Title: Municipal Clerk
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Office	Department/Division: Clerks
Employment Status: Full Time Salaried Position	Pay Band: 11

2) Scope of Position (A maximum of three sentences.)

Under the direction of the Municipal Clerk, the Legislative and Planning Coordinator performs all legislative duties in accordance with department objectives. This position coordinates and provides secretarial duties and supports all Council meetings and provides administrative support for the Clerks Department. The Legislative and Planning Coordinator is responsible for coordinating the Planning Department and supports the Planner and Manager of Planning and Development. This position acts as the Secretary-Treasurer for the Committee of Adjustment and performs all duties assigned under the Legislative and Records Coordinator role in a backup capacity or due to staff absence.

Key Responsibilities	Tasks	Percent of Time
Reception	<ul style="list-style-type: none"> • First point of contact for Planning Department related inquires. • Provide general telephone reception and front counter customer service in a backup capacity. 	5%
Legislative	<ul style="list-style-type: none"> • Manage and coordinate all Council meetings, including, but not limited to, agenda and minute preparation and circulation; follow up from Council meetings including, highlights, action items, prepare and distribute correspondence based on Council decisions; manage agenda management software and calendars for Council meetings. • Liaise with the public and external businesses/agencies to schedule and manage delegations/presentations and open forum submissions to Council. • Manage township by-laws and agreements; open government portal of the Township website including Council expenses, declarations, and closed meeting listing. • Attend Township Committee and Board meetings to manage the chambers audio and visual system and conduct live stream of meetings. • Assist the Clerk in researching and gathering relevant information to develop reports, by-laws, and recommendations to Council in accordance with department or legislative requirements. • Manage the Ontario Wildlife Damage Compensation Program. • Act as a Commissioner of Oaths. • Officiate civil ceremonies as requested by the public. • Assist the Clerk in the conduct of the Municipal Elections; act as a deputy returning officer. • Maintain confidential information, including personal information and resources. 	30%
Planning	<ul style="list-style-type: none"> • Manage the intake of all planning applications, including high level review for completeness and accuracy, administration of each file through its entire process. • Schedule and attend pre-consultation meetings as required; follow up and maintain file tracking as necessary. • Process Planning Department related financial invoices. • Manage and update the townships comprehensive zoning by-law. • Prepare and circulate initial planning notices, follow 	60%

<p>Other</p>	<p>ups and final notices; manage all administrative aspects of each file.</p> <ul style="list-style-type: none"> • Manage and prepare all Public Planning and Committee of Adjustment agendas and minutes and complete all follow up with respect to public planning and Committee of Adjustment meetings as required. • Act as Secretary-Treasurer to the Committee of Adjustment and provide legislative support to the committee, including preparation of minutes and decisions; administering and overseeing the receiving, processing, and circulation of applications, including the processing of appeals; and tracking fulfillment of related conditional and statutory responsibilities of the Planning Act. • Assist the Planner in researching and gathering relevant information to develop reports, by-laws, and recommendations to Council in accordance with department or legislative requirements. • Prepare site plan agreements, development agreements and road widening by-laws for review by the Planner; liaise with township lawyers to register applicable agreements. • Assist the planner in preparation of zoning by-law amendments and official plan amendments for approval by Council. • Manage the Planning Department section of the township website. • Act as the administrative liaison within/outside the Department to assure file continuance. • Support the Manager of Planning and Development, and Planner. <ul style="list-style-type: none"> • Act as Emergency Information Officer in the event of a municipal declared emergency. • Perform all duties under the Legislative and Records Coordinator role in a backup capacity or due to staff absence. • Other duties that may be assigned. 	<p>5%</p>
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SECTION B: SKILLS

1) Formal Education and External Training

<p>Highest level required</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> High School <input type="checkbox"/> Vocational School <input type="checkbox"/> Community College <input type="checkbox"/> University Degree <input type="checkbox"/> Individual Courses 	<p>Specific Specialty or Degree? (List)</p> <ul style="list-style-type: none"> - Municipal Administration Diploma (AMCTO) - Primer on Planning (OACA)
<p>License or Professional Designation</p> <ul style="list-style-type: none"> - New Professional Membership through AMCTO 	

Is it a requirement of your job to keep “up-to-date” by reading or taking courses/seminars?

Yes No

Discuss: Attends seminars/courses pertaining to job, or the Boards, as required.

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
License/permit issuing Records & Information Management Access & Privacy Open Data/Open Government	

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"> • Knowledge of general office procedures, including preparing documents and record and information management systems • Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, initiative/self-management, accountability, flexibility and adaptability • Excellent analytical skills showing good judgement, sound problem solving and conflict resolution abilities • Computer literacy and proficiency utilizing MS Office software applications and adaptability to program specific software • Demonstrated organizational skills to meet strict and time sensitive deadlines • Ability to work with personal information, maintain strict confidentiality and to use tact and discretion when dealing with matters of a highly sensitive nature • Ability to work outside regular business hours as required • Demonstrated experience in organizing meetings, including preparation of agendas and documentation with attention to detail and accuracy 	Two [2] years of responsible related experience, preferably in a municipal setting or equivalent education

4) Other Key Skills

- Successful completion [or enrollment] of the AMCTO Municipal Administration Program is considered an asset.
- Successful completion [or enrollment] of the OACA Primer on Planning Program is considered an asset.

- Demonstrated judgment and ability to critically assess options within the context of applicable legislation to guide decisions.

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Daily	Support management staff	In person, via phone or e-mail
Co-workers (other dept.)	Daily		
Supervisor (my dept.)	Daily		
Supervisor (other dept.)	Occasionally		
Depart. Head (my dept.)	Daily		
Depart. Head (other dept.)	Occasionally		
Staff in other municipalities	Occasionally		
CAO	Frequently		
Ratepayers	Daily		
Children/Students	N/A		
Seniors	Frequently		
Supplier	Seldom		
External Contacts	Frequency		
General Public (Not residence)	Occasionally		
Business representatives	Seldom		
Consultants, Engineers, Planners, Auditors	Occasionally		
Solicitors	Seldom		
Funding Organizations	Seldom		
Government Officials	Occasionally		
Boards	Occasionally		
Council (your own)	Occasionally		
Council (other municipalities)	Occasionally		
Media	Seldom		
Ratepayers Groups	Seldom		
Other: Specify Below			

Interpersonal skills:

Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; advising.

6) Decision Making

Works with detailed, complex and sensitive materials and must exercise considerable judgment, diplomacy and human relation skills in dealing with complex problems relating to day-to-day operations. Makes independent decision on work method and procedures.

7) Problem Solving Responsibilities

Analyze, evaluate and determine a solution for policies in place.

8) Equipment & Technology Utilized

Computer, cash register, fax machine, postage meter, photocopier.

SECTION C: RESPONSIBILITY

1) Program Delivery

Provides research to the Municipal Clerk, Manager of Planning and Development and Municipal Planner for reporting.
Supports the delivery of records management program.

2) Impact and Accountabilities

Responsible to the Municipal Clerk, Manager of Planning and Development, Planner

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
N/A	
Indirect Subordinates – Job Titles	Number of Staff
N/A	
Provides training/instruction to others – Job Titles	Number of Staff
N/A	

4) Material and Information Resources

Maintain accurate information, data and records.
Has access to private customer information.

5) Financial Resources

This position has access to confidential financial information.

SECTION D: WORKING CONDITIONS

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting					X
Standing		X			
Noise Exposure		X			
Adverse Temperature			X		
Pushing/Pulling	X				
Lifting/Carrying		X			
Dust	X				
Odors	X				

2) Health & Safety Hazards

May encounters with irate customers when providing front counter backup.
 Otherwise, minimal hazards, office environment.

Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

3) Travel

N/A

4) Driving

Driving to offsite meetings.

5) Mental Environment

Works alone with regular interruptions.
 Dealing with unhappy people and deadlines contribute to stress.

SECTION E: EFFORT

1) Mental Effort

Concentration due to paying attention to detail and completing research at all times
 Answering inquiries from public requires you to think on your feet.
 Facing multiple deadlines.

2) Physical Effort

Minimal physical effort required.
Constant sitting.
Keyboarding.

SECTION F: ADDITIONAL INFORMATION

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____