



Administrative and Project Coordinator (Job # 2024-048-IE)

Department:	Community Services
Status:	Full Time, Temporary (up to 18 months)
Date Posted:	May 10, 2024
Date Closing:	May 24, 2024, 4:30 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$71,804.79 - \$87,361.51 annually
Flexible Working Arrangements:	Yes

WHY Stouffville:

Working for the Town of Stouffville means being a part of a tight-knit workforce, where we foster a sense of belonging. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, flexible schedules, complementary gym membership and access to our employee discount program.

This dynamic and exciting role is integral to the successful operation of the Community Services Commission. The Administrative and Project Coordinator is the main liaison between the Commissioner of Community Services office and the Parks, Facilities, Recreation, Customer Service, & Heritage, Events and Theatre Operations departments. The Administrative and Project Coordinator plays an integral role in the coordination of several large-scale projects including the Memorial Park Multi-Purpose Trail, the reconstruction of the Fire Station 5-2 in Ballantrae, and the Civic Square Revitalization.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

The Administrative and Project Coordinator is responsible for providing administrative support, project management & program coordination, and confidential services to the Commissioner, Community Services by providing a wide variety of responsible, complex and confidential administrative, issue management, analytical and research duties, as well as special projects.

Responsible for the planning, coordination and reporting on various Community Services projects by applying project management methodologies and supporting the analysis, evaluation and implementation of project plans and activities. Manages and supports departmental project teams and works closely and in collaboration with other departments, working groups and senior department staff.

Responsible for maintaining efficient operations of the department including compiling and preparing correspondence; documents, reports, etc., establishing and maintaining department filing systems, monitoring the administrative budget; maintaining departmental attendance and activity records. Exercises sound judgment to resolve matters which may be political and sensitive in nature.

The Administrative and Project Coordinator coordinates the Commissioner's and department staff meetings/schedules/training; research and compiles background information; arranges internal and external meetings and appointments; takes formal minutes at meetings; maintains office administration and records management processes and procedures; responds to and/or redirects inquiries/communications; and completes special projects, as assigned. Prepares and reviews all Council reports, updating and tracking all information/approvals/follow-ups from the minutes; informing the Commissioner of any potential problems and/or sensitive issues that may affect the Department/Corporation; manages

full-time Community Services staff confidential personnel information relating to performance reviews, lieu, vacation, over-time, and sick time and liaising with the Human Resources Department on HR policies and procedures; reviews and processes Operations Staff payroll; assistance with the preparation of the Annual Capital and Operating Budget and monthly monitoring/tracking of all Department expenditures and revenues; processing of all accounts payable for Community Services Operating and Capital accounts; detailed tracking and processing of each Department Capital project, ensuring accuracy and associated progress is completed; assistance with tender/request for proposal preparation and administration in compliance with the Town Procurement Policy; participating in project teams as assigned, overseeing general department records management.

Qualifications and Requirements:

- University Degree in Public Administration, Business Administration, Communications, or related discipline.
- Minimum of three to five years of related experience preferable in a municipal environment and at least two years providing support to senior level management in a unionized environment.
- Municipal experience in Parks, Facilities and Recreation would be considered an asset.
- Demonstrated experience with project coordination, research, planning, executing, and reporting on complex, multidisciplinary projects in a municipal environment.
- Successful track record in coordinating effective project teams and developing collaborative internal and external business relationships.
- Ability to deal effectively with all levels of the organization, including elected officials, consultants, contractors, community groups and the public while exercising strong relationship and conflict resolution skills.
- Demonstrated experience in organizing meetings, including preparation of agendas, taking minutes, documentation, and circulation of reference materials with attention to details and accuracy.
- Excellent oral, presentation and written communication skills including drafting correspondence, presentation, media items and reports with ability to effectively communicate information to a variety of audiences.
- Excellent interpersonal, organizational, problem solving and analytical skills; coupled with the ability to prioritize activities to successfully meet deadlines.
- Advanced to intermediate proficiency in Microsoft Excel, Outlook, Word, and PowerPoint
- Knowledge of applicable legislation, bylaws, and the ability to interpret legislation such as Accessibility for Ontarians with Disability Act (AODA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Occupational Health and Safety Act, Employment Standards Act.
- Availability to work flexible hours as may be required.
- Class G Driver's License, in good standing and reliable vehicle to use on corporate business.

How to apply:

Please forward your resume in confidence by **May 24, 2024, at 4:30 p.m.**, identifying **Job # 2024-048-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.