



## ***Coordinator, Planning and Development Services***

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As the Coordinator, Planning and Development Services, you will provide financial and statistical analysis, coordination and management of workflow, strategic, and internal communications, interact with other departments and other levels of government on behalf of the Director and/or Managers.

Having a Post-secondary diploma in Business Administration, Office Administration or Public Administration, you have three (3) to four (4) years' experience in a planning environment with experience in a municipal environment being an asset.

This non-union position has an annual salary range of \$73,031 to \$87,621, based on 37.50 hours weekly. We also offer comprehensive health and wellness benefits.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected community of choice***

The deadline for receiving applications is 12:00 Noon on **Thursday, August 11, 2022** [Click here to apply.](#)

We will contact candidates selected for an interview. The evaluation process may include a practical assessment, background, credit and criminal record check. Personal information is collected under the *Municipal Act, 2001* to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

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**Department:** Planning and Development Services  
**Division:** Planning  
**Reports to:** Director, Planning and Development Services  
(May also be assigned work by Managers)

## **Position Objective**

Provide administrative support to the Director, Managers and Department staff, perform financial administration and statistical analysis, coordination and management of workflow/strategic/internal communications, interact with other departments and other levels of government on behalf of the Director and/or Managers

## **Duties & Responsibilities**

### **Planning Services**

- a. Monitor service delivery relative to Provincial legislation, contribute to the development and implementation of customer-driven service initiatives, communicate with customers. Identify and recommend process and service improvements.
- b. Coordinate, manage and troubleshoot the Planning, Permitting and Licensing Software program, in support of department staff.
- c. Respond to public complaints and concerns.
- d. Analyse statistical data and monitor trends. Prepare quarterly and annual Subdivision Status reports to Council.
- e. Research/write/prepare reports and bylaws as assigned.
- f. Assist staff with Community Improvement Plan applications and reporting.
- g. Maintain information on PDS corporate website in consultation with IT; build and maintain Let's Talk Fort Erie pages for PDS projects.

### **Budget, Funding, Payments**

- a. Prepare monthly statistical, operating and capital budget reports.
- b. Identify/prepare/submit and manage all grant funding requests for various operating and capital projects; fulfill interim and final grant funding reporting requirements for the department; participant on Grants Oversight Team as a Planning and Development Services representative.

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- c. Assist in preparing/administering Director's and Managers' office budgets and expenses; support staff in the annual capital and operating budget preparation,
- d. Manage CIP funding sources relative to the processing of payment and financial reporting.
- e. Reproduce/assemble/distribute annual budget packages and presentation materials; coordinate meeting logistics and research, assist in the preparation of annual capital and operating budgets.
- f. Support staff with the preparation, issuance and analysis of Request for Quotations, Request for Proposals and Tender, as directed.
- g. Prepare/issue purchase orders, payment vouchers and payment certificates for capital projects.

## **Administrative**

- a. Provide administrative/organizational support to the Director and Managers with emphasis on self-directed initiatives.
- b. Track attendance and prepare time sheets; oversee office supply inventory; manage and process accounts payable, accounts receivable and petty cash; monitor accounts; conference attendance monitoring and approval.
- c. Provide general clerical and organizational support.
- d. Coordinate the activities/schedule of the Director; assist in the planning/preparation, conduct and follow-up from meetings involving the Director and/or Managers; research/prepare meeting agendas, meeting materials and memos; prepare updates/brief the Director; take/transcribe/distribute meeting minutes for various projects, Business Subcommittee and Council-appointed Committee meetings, as directed.
- e. Support staff in the administration and management of Council-appointed Committees.
- f. Prepare and manage distribution of information related to pre-consultation meetings and other Planning Act and departmental circulations/notices/advertisements, as directed.
- g. Receive/respond to enquiries about department operations; problem solve; expedite complaint resolution; identify/recommend process/service improvements;
- h. Research/develop/write/maintain administrative policies and procedures; maintain department filing; act as department liaison for corporate records management system.
- i. Manage the processing of staff administrative reports including proofreading, review and distribution according to protocol.

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- j. Coordinate and manage OLT appeals including preparing appeal packages, scheduling case management conferences and hearings.

## Education & Experience

- Post-secondary diploma in Business Administration, Office Administration or Public Administration.
- Three (3) to four (4) years of progressively responsible experience in a planning environment is an asset.
- Experience in a municipal environment is an asset.
- Willingness to continually upgrade and advance skills.
- Valid driver's license.

## Knowledge

- Applied knowledge of office administration.
- Applied knowledge of customer service.
- Applied knowledge of research methods and electronic search methods.
- Applied knowledge of finance, budgeting and financial management an asset.
- Applied knowledge of planning processes.
- General knowledge of local government or public sector organization and protocol.

## Skills & Ability

- Demonstrated proficiency in MS Office Suite (Word, Excel, PowerPoint, Publisher), Adobe Acrobat, IBM Notes, FMW, ACCPAC,
- Ability to;
  - Understand land use planning concepts
  - establish, build and maintain working relationships
  - explain issues to ensure full understanding; discuss information and/or decision
  - exercise judgment, demonstrate tact and self-control
  - listen, understand and respond
  - prepare, analyze and monitor budgets
  - project a positive, professional image on behalf of the Director, while maintaining a rapport with co-workers
  - respect and ensure the confidentiality of matters handled by the Director, managers and the Department, particularly employee relations, collective bargaining, financial matters, development and construction, building and by-law enforcement matters.

## Concern for quality and standards

- Problem solving skills
- Research and report writing skills
- Resourcefulness and initiative
- Time management, planning, organizing and coordinating skills
- Written and verbal communication skills

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## Working Conditions

- Frequent and short deadlines, irregular schedules, interruptions, demanding work environment
- Multi-tasking is essential
- Regular inside contact throughout the organization
- Regular outside contact via electronic correspondence with the public, clients, customers, other municipalities/agencies
- Rapidly evolving priorities
- Sitting, standing, regular movement with choice
- Mistakes have the potential for significant implications

## Position History

This position was created in June 2021. The position was formerly the Administrative Assistant, Development Services.

This position was updated in July 2022.

This Job Description was reviewed for AODA compliance.

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Chief Administrative Officer

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Date