



Making life better in King

King is Hiring
Growth Management Services Coordinator

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Director of Growth Management Services, the Growth Management Services Coordinator is responsible for the following:

- Provide executive administrative support to the Director of Growth Management Services including research, preparation and coordination of background material, presentations, reports and/or briefing notes, for responses to inquiries and for meetings, and reports and tracks documents including management, Committee and Council reports, presentations, etc.
- Receives, maintains and acts on (as necessary) information that is confidential.
- Takes minutes at meetings as required and ensures background material is provided in advance of meetings.
- Liaises on behalf of the Director to coordinate and schedule meetings and coordinate meeting details and requirements.
- Assists with meeting arrangements when required.
- Responds to internal and external inquiries in a timely manner and provides exemplary customer service including the ability to deal effectively with the public in an efficient, diplomatic, and pleasant matter.
- Ensures all correspondence and scheduling requests are prioritized and urgent matters are addressed. Manages incoming and outgoing correspondence.
- Files documents and maintains the general filing system/records management for the Director Growth Management Services in accordance with the Township policy/by-laws, standards and practices.
- Receives complaints, inquiries and requests related to Growth Management Services via Customer Relationship Management (CRM) software, emails or verbally, and consults appropriate Staff in the Planning and Development, Policy Planning, Development, Building and By-Law Divisions within the Growth Management Services Department to coordinate responses.
- Under the direction of the Director, prepares responses, tracks and follows up on inquiries received from Council Members, Senior Staff, citizens and the Development Industry.
- As directed by the Director of Growth Management Services, responds to, and/or liaise with all levels of staff, other departments, governments/agencies, residents, community/special interest groups, and other contacts on programs, services, inquiries/complaints; co-ordinate/facilitates investigation and response where inquiries/complaints are interdivisional and/or have been referred to others and; keeps the Director of Growth Management Services apprised of significant inquiries/complaints.
- Establishes rapport and effective partnerships when consulting with departments to facilitate planning, coordination and implementation of identified projects and acts as a liaison between all stakeholders.
- Helps coordinate and participates in the delivery of programs, including communications, change management, progress reporting, and budget coordination.
- Supports the preparation, co-ordination, and administration of the Growth Management Services Annual Operating budgets and support towards the annual Business Plan through liaising with staff to obtain back-up documentation relevant to the completion of the draft budget; liaises with Finance staff to provide clarification over the draft budget submissions.
- Monitors the Department Operating Budgets through the preparation of various budget tracking reports to ensure expenditures and revenues are coded correctly; reconciles accounts for clarification purposes as needed; liaises with senior staff in the completion of department variance reports and distributes and assists with the evaluation of reports and the implementation of corrections, as required and in accordance with accounting practices through consultation with the Finance Department.
- Financial tracking of account payables/receivables invoices and travel expense claims, verify office expenditures and invoice/travel claims, and budgetary records, reports and transactions and monitors on a regular basis.
- Processes p-card reconciliations, invoices, and applies proper GL codes and budgetary information for Director's submission to Finance Department.
- Maintains and updates leave request calendars for approved time off for staff and submits departmental payroll information to Human Resources upon department authorization.
- Assist the Director and management/supervisory staff in the development and implementation of appropriate department policies and procedures.
- Assists the Divisions of Planning and Development, Policy Planning, Development, Building, and By-law within the Growth Management Services Department as directed by the Director.
- Coordinates projects and works closely with the project teams, working groups, consultants, and senior leadership team to support translating strategic direction into concrete actions, and to identify and develop creative solutions to issues and on

the delivery of objectives and implementation.

- Other duties from the Director as assigned.

The successful applicant will possess:

- Minimum of three (3) year Community College Diploma in administration or related field.
- Minimum of three (3) years' experience in a municipal environment performing administrative support duties to departmental staff and/or senior management, handling a broad range of administrative matters.
- Must possess a working knowledge of Microsoft Office, proficiency in Microsoft Dynamics CRM and Diamond GP; working knowledge of Land Manager, City View, and emerging technologies an asset.
- Experience in planning and organizing appointments, meetings, and events.
- Excellent verbal and written communication, customer service and organizational skills.
- Experience preparing agendas, taking minutes and identifying action for follow-up.
- Experience in the preparation, drafting and formatting of standard correspondence and reports.
- Ability to research and prepare information in a timely manner.
- Ability to develop and implement effective administrative work policies and procedures.
- Ability to prioritize conflicting tasks in a busy, deadline drive environment.
- Must be resourceful, adaptable and possess a high degree of initiative.
- Excellent interpersonal, organizational, problem solving and analytical skills; coupled with the ability to prioritize activities to successfully meet deadlines.
- Exceptional customer service skills, with respect to providing accurate information to and communicating with, service providers, the general public and/or staff to address a variety of inquiries.
- Strong attention to detail and accuracy.
- Excellent organizational, time management and problem-solving skills with the ability to coordinate multiple tasks efficiently and on schedule.
- Strong understanding of the roles and responsibilities of each of the 5 (five) Divisions; Planning and Development, Policy Planning, Development, Building, By-law within the Growth Management Services Department.

Salary Range: \$66,812 - \$74,219 per annum

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on January 3, 2025**

Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.