



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Administrative Coordinator – Development Services (Job ID #2026.21)

Department:	Development Services
Status:	Permanent Full-Time
Location:	Hybrid
Hours of Work:	35 hours per week
Number of Positions:	1
Salary:	\$73,008 to \$85,410 per annum
Vacancy Reason:	New
Date Posted:	February 4, 2026
Date Closing:	February 23, 2026

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position purpose:

To provide administrative support to the Director of Development Services and department management team including handling confidential matters and sensitive political and human resource issues; scheduling grievance meetings and maintaining grievance files for the department; responding to inquiries; researching and preparing documentation, correspondence, reports and presentation materials; coordinating and scheduling meetings; taking notes and minutes at management meetings; implementing and maintaining office records management systems; and managing administration, special events and programs for the department. Acts as an administrative liaison with internal and external stakeholders in a manner that reflects a commitment to organizational excellence and exceptional customer service. ***For full details, please see attached job description.***

Minimum qualifications and requirements:

- Successful completion of a 2-year diploma in business administration or related field from an accredited college.
- Five (5) years of previous relevant administrative experience at a senior level.
- Experience in a public sector, unionized environment preferred.
- Maturity in judgement and ability to handle confidential matters.
- Willing to take additional courses as may be required.
- Knowledge of current municipal and land development policies, practices and applicable legislation.
- Knowledge of local government functions/services, and legislative framework for Ontario.
- Knowledge of and understanding of human resources policies, procedures and code of conduct.
- Excellent research, organizational, problem solving and public relations communications skills.
- Ability to prioritize work and work under pressure to meet multiple deadlines, accompanied by ability to exercise discretion and good judgement particularly when handling confidential/sensitive information.

- Proficiency required in Microsoft Office software applications and Adobe Acrobat.
- Ability to communicate effectively with all levels of staff, elected officials, lawyers, developers, provincial and federal agency representatives and the general public.
- Ability to attend evening meetings as required.

How to apply:

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting the www.georgina.ca/careers no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from people with disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

We thank all candidates for their interest, however only those being considered will be contacted.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Department.

JOB DESCRIPTION

Title:	Administrative Coordinator, Development Services	Position #:	NU1455
Department:	Development Services	Division:	N/A
Date Created:	February 2026	Revision Date:	N/A
Reports To:	Director of Development Services	Job Grade:	4
Direct Reports:	None	Indirect Reports:	None
Employee Group:	Non-Union		
<small>(CUPE 905.03 CUPE 905.13; GPFFA; Non-Union; Management; Seasonal; Sessional; Temporary; Student)</small>			

Position Summary

To provide administrative support to the Director of Development Services and department management team including handling confidential matters and sensitive political and human resource issues; scheduling grievance meetings and maintaining grievance files for the department; responding to inquiries; researching and preparing documentation, correspondence, reports and presentation materials; coordinating and scheduling meetings; taking notes and minutes at management meetings; implementing and maintaining office records management systems; and managing administration, special events and programs for the department. Acts as an administrative liaison with internal and external stakeholders in a manner that reflects a commitment to organizational excellence and exceptional customer service.

Responsibilities

- Provides administrative and confidential support to the Director and Managers, including preparing confidential correspondence, and assisting with the coordination, administration and presentation of departmental projects, events and annual budgeting.

- Establishes and maintains confidential records management systems, including closed session reports, grievance files, and sensitive political or human resource issues.
- Types, formats, edits and proofreads reports, memos, agendas, presentations, financial and statistical statements, including that of a confidential nature involving identifiable individuals, property, matters and legal matters affecting the corporation.
- Prepares documents, agreements and correspondence, including composing memoranda and routine letters for signature by the Director/Managers from rough draft or oral instructions and distributes documents as directed.
- Reviews, distributes and responds to incoming departmental communications (including public inquiries, phone calls, mail, e-mail, website content) ensuring that matters of importance are brought to the attention of the Director/Managers/Supervisors.
- Maintains thorough knowledge of iCity software, assigns, verifies account numbers and monitors expenditures that require Director approval, as required.
- Conducts research into issues and concerns raised by the Director/Managers and provides background information for upcoming meetings and presentations.
- Maintains an inventory of office, informational supplies/materials including preparation of necessary purchase requisitions; prepares cheque requisitions as requested.
- Ensures departmental payroll time sheets are completed, checked and authorized.
- Schedules meetings and appointments, booking meeting rooms and arranging amenities required, confirms attendance and takes minutes.
- Maintains a working knowledge of all Departmental functions and activities by attending and supporting Departmental and Divisional Staff Meetings and staff events.
- Prepares, reviews and organizes Council materials and maintains the Department's Council report schedule.
- Coordinates conference and training seminar registrations, including arrangements related to travel and accommodations.
- Assists with preparing and/or maintaining Employee Training/Learning Logs, Quarterly Financial Reports, Development Charge Freeze/Deferrals, Strategic Plan KPIs, Capital Project Dashboard and Deferred Revenue Statements/Spreadsheets.
- Creates and monitors staff training and development inventory and ensures all mandatory requirements are met and maintained.
- Tracks and coordinates responses to inquiries from members of Council and inter-departmental requests for information and involvement in corporate projects.
- Monitors relevant policy and legislative changes.
- Utilizes various computer applications and software packages, including Microsoft Office, iCity, Filehold and MuniPaaS; maintains and generates reports.
- Undertakes special projects as assigned, including participation in procurement-related initiatives and the administration of department-wide programs.
- Participates in the Town's Health and Safety Program and complies with the Occupational Health and Safety Act, other applicable legislation and best practices.
- Maintains knowledge of and adheres to all Town of Georgina policies and procedures.
- Enforces the Town's Health and Safety Program, procedures and best practices.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Minimum Qualifications

Education and Training:

- Successful completion of a two (2) year diploma in business administration or related field from an accredited college.

Experience:

- Five (5) years of previous relevant administrative experience at a senior level.
- Experience in a public sector, unionized environment preferred.
- Up to one (1) year on the job for the period of adjustment, orientation, and adaptation.

Knowledge:

- Maturity in judgement and ability to handle confidential matters.
- Willing to take additional courses as may be required.
- Knowledge of current municipal and land development policies, practices and applicable legislation.
- Knowledge of local government functions/services, and legislative framework for Ontario.
- Knowledge of and understanding of human resources policies, procedures and code of conduct.

Competencies:

- Excellent research, organizational, problem solving and public relations communications skills.
- Ability to prioritize work and work under pressure to meet multiple deadlines, accompanied by ability to exercise discretion and good judgement particularly when handling confidential/sensitive information.
- Proficiency required in Microsoft Office software applications and Adobe Acrobat.
- Ability to communicate effectively with all levels of staff, elected officials, lawyers, developers, provincial and federal agency representatives and the general public.
- Ability to attend evening meetings as required.

Physical Demands and Working Conditions

- Normal office conditions.