

# Job Title: Manager, Vital Statistics and Committee of Adjustment

Req ID: 19921

Vacancy Type: Temporary

Contract Duration: 14 months

Number of Positions: 1

Closing Date: December 5, 2021

## Job Summary

Here is an opportunity to lead a team in a dynamic Vital Statistics group and administer Committee of Adjustment functions.

## Duties and Responsibilities

### Primary Responsibilities

Reporting to the Director, Legislative Services, the successful candidate will:

- Manage the counter services within the Legislative Services Division of Corporate Services
- o Administer the Committee of Adjustment function in accordance with the Planning Act and Municipal Act, and
- o Manage the Vital Statistics responsibilities in accordance with Provincial legislation and regulations.
- Provide technical guidance, advice, coaching and development to the Vital Statistics and Committee of Adjustment staff and Committee of Adjustment members.
- Attend Committee of Adjustment hearings to provide advice to the Committee with respect to Corporate Policies, City By-laws, Provincial Legislation and Regulations, and to oversee the preparation of Committee decisions.
- Undertake delegated duties such as Civil Marriage Officiant and Acting Deputy Clerk in the absence of the City Clerk or Deputy Clerk.

## Skills and Qualifications

- Post-secondary degree in urban planning, public administration or related discipline
- Minimum of 3 to 5 years' experience
- Strong organizational skills with proven ability to manage competing priorities and deadlines in a demanding and fast paced environment
- Ability to establish and maintain effective working relations with members of the Committee of Adjustment, coworkers, and the general public in a courteous and professional manner
- Strong leadership and customer service skills with a demonstrated commitment to team building
- Strong relationship building, networking and collaboration skills
- Excellent problem-solving abilities and strong writing skills
- Strong communication skills and the ability to communicate effectively with members of the public, technical/professional agents and elected officials
- Experience reading and interpreting Provincial legislation and regulations

Hourly Rate/Salary: \$ 89,250.00 - \$ 119,002.00

Hours of Work: 35

Work Location: Civic Centre

Organization Unit: CPS/Vital Stats and Com of Adj

Department/Division/Section: CPS/Corporate Services Dept, CPS/Office of the City Clerk, Vital Stats and Com of Adj

Non-Union/Union: Non Union

Apply via this link:

<https://career17.sapsf.com/sfcareer/jobreqcareerpvt?jobId=19921&company=cityofmiss&st=910B52054C30EC03D7CD95A3F4B1308156688306>

**COVID-19 Update:** As per the City's Employee and Volunteer COVID-19 Vaccination Policy, all external candidates (including previously employed individuals) must show their Fully Vaccinated Confirmation or apply for and receive confirmation of a creed or medical exemption from the City **before their first day**.

A Criminal Record and Judicial Matters Check (Level 2) or Vulnerable Sector Check (Level 3) will be required of the successful candidate, at their own expense, to verify the absence of a criminal record for which a pardon has not been granted.

We thank all who apply, however, only those candidates selected for an interview will be contacted. You can also check your application status in your candidate profile online.

All personal information is collected under the authority of the Municipal Act.

We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City of Mississauga 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 Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.

