
CITIZENS FIRST THROUGH SERVICE EXCELLENCE

We have an exciting Permanent Full Time Unionized opportunity in the Office of the City Clerk Department for an experienced and motivated individual.

**Adjudicative Services Administrative Coordinator
(FILE #J0824-0174)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for:

Under the general direction of the Manager of Development Services & Secretary Treasurer to the Committee of Adjustment, the Development Services Administrative Coordinator is responsible for:

- Managing intake and administration of appeals for hearings, which include hearing appeals of administrative and screening decisions made under all By-laws subject to the Administrative Monetary Penalty System (AMPS) and adjudicative committees (i.e. Property Standards).
- Processing the issuance of all statutory public notices required under the Planning Act.
- Coordinating the processing of applications (from submission stage to completion, including the attendance of Committee of Adjustment hearings) for Minor Variance, Legal Non-Conforming Use, Consent and Validation of Title applications adhering to the Committee of Adjustment Procedural By-law, developed internal processes and all statutory requirements under the Planning Act, Ontario Land Tribunal Act, Statutory Powers and Procedures Act, the Municipal Conflict of Interest Act and the Municipal Act, including all prescribed regulations.
- Processing of all appeals to the Ontario Land Tribunal.
- Processing Council's directives respecting road closures/name changes/dedication and prepares draft by-laws and Council Committee items on road renaming/opening/closing.
- Maintaining all records and files.
- Commissioning documents in accordance with the Commissioners for Taking Affidavits Act.
- Liaising with all pertinent parties and responds to enquiries.

At employee request, this position is eligible to take part in our hybrid work model as outlined in the City's Alternative Work Arrangement Policy.

Qualifications and experience:

- A three (3) year Community College Diploma in Planning Technology, Municipal Law, Legal Administration, Public Administration or suitable equivalent of education and experience.
- Minimum of three (3) years' related municipal experience.
- Working knowledge of planning processes governed by the Ontario Planning Act, including, Official Plans, zoning by-laws, Committee of Adjustment (Consent and Minor Variance), Land Titles and Registry Office procedures and by-law processes.
- Ability to interpret applicable bylaws, municipal and provincial legislation governing AMPS and respective statutory/adjudicative committees.
- Experience explaining and applying regulations, governing by-laws or policies to carry out assignments and apply them to specific situations.
- A team player with strong organizational skills.
- Ability to meet tight deadlines and possess strong attention to detail skills.
- Ability to read and interpret site drawings, surveys, architectural plans and legal descriptions.
- Working knowledge of computer applications required for the job function (i.e. AMANDA, Versatile, Vaughan Maps, MPAC MunicipalCONNECT, Ticket Tracer, Outlook, Word, Excel, etc.).
- Excellent customer service, interpersonal, public relations, and problem/complaint resolution skills.
- Ability to deal courteously and effectively with internal and external stakeholders, maintaining composure regardless of the demands of the environment.
- Demonstrate a high level of discretion and integrity in handling confidential and sensitive information, ability to manage, safeguard and appropriately disseminate sensitive information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Possess a valid Ontario "G" Driver's License, in good standing, with access to a reliable vehicle for corporate use, if required.
- Knowledge of, and demonstrated ability in, the City's core competencies and relevant functional competencies.

Preferred qualifications:

- Completion of Municipal Administration Program (MAP) from AMCTO
- Membership with the OACA

Working Conditions:

- Standard office environment.
- Work involves interruptions to respond to phone and counter enquiries and urgent matters.
- Ability to work (attend meetings) outside normal business hours as required and in accordance with the Collective Agreement (every 3 weeks at minimum).

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please apply on or before Monday September 2nd at: [City of Vaughan - Adjudicative Services Administrative Coordinator \(njoyn.com\)](http://CityofVaughan-AdjudicativeServicesAdministrativeCoordinator.njoyn.com)

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.