



ADJUDICATIVE SERVICES ADMINISTRATIVE COORDINATOR

JD#: CT349

Job Number: J0524-0040

Job Title: Adjudicative Services Administrative Coordinator

Department:

Office of the City Clerk

Job Type: Permanent Full Time

Job Category: Administration / Clerical

Number Of Positions: 1

Date Posted: May 6, 2024

Closing Date: May 27, 2024

Salary: \$3,012.13 - \$3,239.10/Bi-Weekly

Hours of work: 35 hours per week

Schedule: Monday to Friday, 8:30am - 4:30pm (evenings as required)

Union: CUPE 905 FT Clerical and Technical

Vaughan is one of Canada's fastest-growing cities. Its emerging downtown, the Vaughan Metropolitan Centre; Canada's first smart hospital, the Cortellucci Vaughan Hospital; and the 900-acre North Maple Regional Park continue to generate momentum and excitement. Be part of something amazing and build your career at the City of Vaughan!

The City is an equal-opportunity employer and a forward-looking municipality that is committed to fostering a dynamic workplace that is diverse, inclusive and welcoming. As an award-winning organization for its employment and diversity and inclusivity practices, the City is focused on providing its employees with a thriving professional environment that leverages flexible work arrangements, a family-focused benefits package emphasizing work-life balance, learning and growth opportunities, and a place where collaboration and teamwork are valued.

Excellence demands brilliant personalities, visionary thinking and a passion for public service. Vaughan is your place to grow.

Position Overview

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).

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.