Town of Annapolis Royal

EMPLOYMENT OPPORTUNITY

COMMUNITY DEVLOPMENT COORDINATOR

ANNAPOLIS ROYAL

The Town of Annapolis Royal is seeking applications from qualified individuals for the position of Community Development Coordinator. The Community Development Coordinator is a critical role responsible for the coordination of Town events, support for sub-committees of Council and administration of Heritage properties, building, fire and development application. The ideal candidate will have excellent customer service, organization, written/oral communication, and problem-solving skills.

Reporting directly to the Chief Administrative Officer, the position is permanent full-time, five (5) days a week, including some weekends and holidays, with flex hours. Benefits are available after the three (3) month probationary period and Pension available after one (1) year.

For more information please visit: https://annapolisroyal.com/town-hall/employment-opportunities/

To apply, please submit your letter of application and detailed resume to:

Attention: Sandi Millett-Campbell - Town of Annapolis Royal
P. O. Box 310
285 St. George Street
Annapolis Royal, NS B0S 1A0
Email: cao@annapolisroyal.com

The deadline for applications is Friday March 13h at 4:00 p.m.

February 2020

POSITION DESCRIPTION

COMMUNITY DEVELOPMENT COORDINATOR

PURPOSE: To support the efforts of residents, businesses, visitors, and various groups to develop the community.

Communications

1. Maintains effective and efficient communications with the public through newsletters, event notification, website information, meetings, Facebook, face to face contact and correspondence.
2. Reports directly to the Chief Administrative Officer.

Community Development

3. Works with local and external business groups, organizations and individuals to assist in the coordination of events in the Town.
4. Supports business, organization and individual initiatives with respect to community development.
5. Responds to all requests for Town information from prospective businesses, residents and visitors and tracks same for future reference.
6. Attend monthly meetings, distributes agendas and minutes in timely manner.
7. Recording secretary for Marketing & Economic Development Committee meetings.

Events

8. Maintains a comprehensive list of annual events.
9. Conducts post project reviews for all significant events.
10. Supports business, organization and individual initiatives with respect to community development.
11. Organize and execute any special events that Council would like to support.

Planning Services

12. Works with residents and contractors to apply of all development and building permits as required.
13. Coordinates with Development Officers and Building Inspectors as a liaison with residents and contractors with all planning and development requirements under the Municipal Planning Strategy and Land Use By-Law.
14. Maintains monthly reports to Council and Stats Canada as required by the building code.
15. Maintain and update the Land Information Utility (LIU) as changes are required.
16. Maintain and update the Municipal Planning Strategy and Land Use By-Law.
17. Attend monthly Planning and Heritage Advisory meetings, distributes agendas in a timely manner.

February 2020

Heritage Property Coordinator

18. Maintain and update all heritage files and database.
19. Coordinator with Chair monthly agendas and reports to Council as required.
20. Attends monthly meetings, distributes agendas.
21. Back up recording secretary to Planning Heritage Advisory Committee meetings, if required.

Fire Inspection Coordination

22. Coordinate with Municipal and Provincial Fire Inspection services.
23. Organize and provides coordination and administrative support to Fire Inspectors.
24. Implement and maintain a system of fire inspections for all required structures.

Civic addressing Coordinator

25. Maintain, issue and update the civic addresses for the Town of Annapolis Royal.
26. Maintain and update the Nova Scotia Civic Addressing File (NSCAF) website.

Financial Management

27. Develops and adheres to annual community development budgets.
28. Develops and adheres to annual planning budgets.
29. Optimizes the budget.
30. Apply for funding as required for projects.

Liaison

31. Liaises effectively with residents, businesses, organizations and other individuals.

Staff Support

32. Assist with Administrative Assistant and/or Administrative support in the main office during periods of staff shortages or excessive workloads.
33. Backup support for the Town of Middleton planning department.
34. Other duties as required.
35. Work flex hours due to nature of events and special occasions.

February 2020

POSITION REQUIREMENTS

Knowledge:

K1 Excellent knowledge of local resources and organizations
K2 Sound knowledge of community development principles
K3 Good knowledge of project management principles

Ability to:

A1 Communicate effectively orally and in writing
A2 Work effectively with all local and external organizations
A3 Optimize the value of every dollar through leveraging of Town and other dollars
A4 Effectively manage the community development budget
A5 Conduct effective post project reviews for all significant projects and events
A6 Work effectively as a member of a team and on their own
A7 To effectively support business, organization and individual initiatives with respect to community development

Personal Suitability

PS1 Initiative
PS2 Opportunistic
PS3 Flexibility and adaptability
PS4 Tact and judgement
PS5 Effective interpersonal relationships
PS6 Responsiveness

February 2020

CRITICAL ACCOUNTABILITIES

COMMUNITY DEVELOPMENT COORDINATOR

1. Customer service

Communication with: residents
businesses
stakeholders
media

is timely, professional and courteous at all times.

Measures:

- Town website is 97% accurate at all times
- An up to date media contact list is always in place
- Client feedback: residents and businesses are well informed

2. Project Management

- all significant projects and events are well planned well in advance
- all events are promptly posted to the community calendar on the website
- additional resources are identified and brought in or requested as needed
- post project reviews are conducted for all significant projects and events

Measures:

- Event notification takes place at least two weeks before any event
- All stakeholders receive adequate advance notice of all events
- Client feedback

3. **Community Development**

- Community development plans are developed in consultation with interested parties
- Community development plans are clearly s articulated in one document

Measures:

- An up to date community development plan is always in place
- Client feedback

4. Community Development Budget

- The community development budget is optimized (every opportunity for leveraging Town and other dollars are identified and acted upon)
- grant opportunities are identified and either acted upon or assistance is sought for application writing to ensure no missed opportunities
- cost recovery targets are set for all community development activities

Measures:

- No grant or other opportunities for money other than from the tax base are missed.

6. Staff Support

- Administrative Town staff receive the support they need during periods of understaffing or excessive workloads.