

The Town of Cobourg is seeking a full-time **Administrator** in the Municipal Law Enforcement and Licensing Department within the Legislative Services Division.

Reporting to the Manager, Municipal Law Enforcement and Licensing, the Administrator is responsible for the provision of clerical support including front counter reception/customer service while fostering a positive, professional and welcoming environment for Municipal Law Enforcement and Licensing Services.

The primary duties of this position include the following:

- Receptionist for the Municipal Law Enforcement and Licensing Department focusing on general customer service in person, by phone and email.
- Sort and distribute mail for the department.
- Purchase and maintain office supplies, ordering stationery and business cards.
- Create and maintain efficient filing system, ensuring records management processes are in accordance with legislation and Town policies.
- Schedule meetings and prepare agendas, minutes and departmental correspondence.
- Data intake and entry, referral and tracking of complaints and call dispatch to Officers.
- Prepare and maintain monthly work schedules including "on call" assignment and distribute to internal/external stakeholders.
- Schedule and coordinate staff training and onboarding, as directed by the Manager.
- Renew memberships and process payments with professional associations/organizations.
- Assemble, review and reconcile clothing/uniform and equipment orders with packing slips, purchase orders and vendor documents.
- Assist with preparation of yearly budget submissions providing projected expenses and revenue applicable to operations.
- Review and reconcile invoices, code with proper account numbers and submit for authorization to Manager.
- Schedule fleet repairs, maintain municipal vehicle registrations and records of Town fleet including insurance, trade-ins and ownerships.
- Assist with administration of by-law revisions and new bylaws, ensuring accuracy of internal documents and website pages.
- Assist with the collection of records including assembling and filing prosecution reports, crown briefs, hearing packages and updates, assembling documents for the court and administrative hearings and appeals (Administrative Monetary Penalties, Orders, Property Standards etc.).
- Process Authorized Requester Information System requests by Officers for registered owner information related to the towing of vehicles and derelict/abandoned vehicles found in contravention of the bylaw, ensuring security statements are received and updated for ARIS agreement users and maintaining those records for audit purposes.
- Other duties as assigned in support of the Department and Division.

The successful candidate will possess a college diploma in Business Administration, Public Administration, Law Enforcement or a related discipline. The position requires a minimum of one-year in a clerical role, with an emphasis on customer service and administration. Preference will be given to candidates with demonstrated working knowledge of legislation and municipal by-laws. This role also requires proven administrative and computer skills including using Microsoft Office and excellent communication skills. The role requires the individual to have the ability to work both in a team



Job Posting 24-19

Administrator – Municipal Law Enforcement and Licensing

environment and independently, ability to effectively communicate to the public, and staff at all levels of the Corporation.

The successful candidate must obtain a Satisfactory Criminal Background Check upon employment and have a valid Class "G" Driver Licence with a satisfactory drivers record and access to a reliable vehicle for work. Valid First Aid and CPR are required or be willing to obtain within 60 days of hire.

WAGE:

The position sits on Grade 3A of Schedule B - Inside Workers of the Collective Agreement. The starting wage is \$25.46/hr. which will increase every six months as per the Collective Agreement until it reaches job rate of \$31.84/hr. after twenty-four (24) months.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca no later than **May 22, 2024 at 4:00PM**. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.