

TITLE: LEGISLATIVE COORDINATOR - GRANT AND POLICY

DEPARTMENT: MUNICIPAL CLERK'S OFFICE

DIVISION: LEGISLATIVE SERVICES

PURPOSE OF JOB:

Reporting to the Manager of Legislative Services/ Deputy Clerk, the Legislative Coordinator -Grant and Policy is responsible for writing, submitting, reporting of municipal grants and policies for the Town of Cobourg.

This position includes the responsibility for identifying Town priorities and projects and coordinating these through the Senior Leadership Team to match grant opportunities with projects and priorities that require grant funding.

This position will also be responsible for the coordination of the Town of Cobourg's policy development and review process. This will include overseeing the Town's policy development and review framework, maintaining and reviewing Administrative and Council policies, and maintaining the Town's policy library. This position will also be supporting each department and Council to develop new policies and providing training and education on the Town's policy development and review process.

REPORTS TO: MANAGER, LEGISLATIVE SERVICES/ DEPUTY CLERK

MAIN RESPONSIBILITIES:

Grants:

- Work collaboratively with Municipal staff, to prepare grant applications and required documentation (including funding) for review and approval.
- Identify Town priorities and projects – coordinating through Senior Leadership Team - in order to match grant opportunities with projects and priorities that require grant funding.
- Responsible for researching and coordinating applications in pursuit of grant opportunities at the Federal, Provincial and County government levels as well as in the private sector.
- Establish and maintain contacts and develop working relationships with key staff in various governmental agencies and businesses offering grant programs, to be fully aware of any and all grant programs that may be available to the municipality.
- Review, understand and communicate the components of various grant guidelines with applicable Municipal staff to prepare grant applications.
- Draft staff reports with the recommendation to Council for which projects to apply for.
- Track grant applications submitted, monitor their status, and provide ongoing communication with Municipal staff regarding whether the application is approved/declined.
- For approved grant applications, work cooperatively with Municipal staff to ensure proper funding announcements, implementation, evaluation and reporting requirements are done in a timely manner in accordance with grant requirements.
- For grant applications that are declined, follow up with the grant contact to determine the application shortcomings and suggestions for improvements for future applications and forward this information to the appropriate Municipal staff.
- Educate Municipal staff on grant application strategies that can be used to improve application results.

- Develop, maintain and update contacts with grant opportunities at all levels through websites, webinars, workshops, grant advisors, etc.

Policies:

- Consult with staff, Senior Leadership and Council to ensure awareness of and buy-in to changes to policy development and review framework.
- Provide guidance to departments in identifying whether a policy is enforceable, legal and does not cause conflict with established policies.
- Research, revise, develop and write policies.
- Supporting Council and departments to develop new policies, preparing reports as needed.
- Maintaining each policy within SharePoint and ensure that all policies are up to date and available for staff.
- Participate in consultations to support the development of new policies.
- Participate on various committees from time to time, to present, review and communicate corporate policies.
- Attend Advisory Committee Meetings when necessary to seek input and feedback for recommendations on policies that may be relevant to that Committee.

Municipal Clerk's Office:

1. Assist the Manager, Legislative Services / Deputy Clerk with the processing of Freedom of Information Requests.
2. Perform the day-to-day duties of the Municipal Clerk's Office including the issuance of marriage, burial, and dog licenses, perform marriage solemnization services, commissioning of oaths and affidavits, selling municipal merchandise, and assisting in the completion of municipal related documentation.
3. Respond to general inquiries and accurately direct residents and staff to the responsible department.
4. Assists in maintaining departmental files;
5. Assists with the administration of municipal elections and any electoral matters pursuant to the Municipal Elections Act.
6. Act as back-up to other members of the Clerk's Department.
7. Other duties as assigned.

SUPERVISION:

Direct: None.

Indirect: None.

EDUCATION & EXPERIENCE REQUIRED:

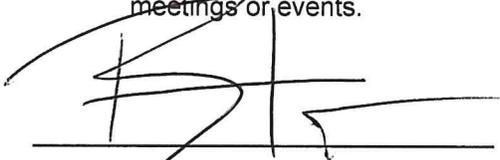
- Completion of a Post-Secondary diploma or degree, preferably in a Social Science, Political Science, Project Management, Public Administration, or a related program.
- Two years of experience working in an office environment is required.
- Demonstrated experience within a municipality, or public sector organization is preferred.
- Knowledge and understanding of the Municipal Act, 2001 and any other related legislation.
- Ability to work independently on multiple, complex and diverse projects.
- Ability to establish and maintain positive and cooperative working relationships with all levels of staff.

TECHNICAL AND PROFESSIONAL SKILLS REQUIRED:

- Effective communication skills, both verbal and written, including exceptional report-writing and policy development skills.
- Excellent interpersonal and customer services skills.
- Experience in computer programs including Microsoft Office and Sharepoint.
- Demonstrated ability to research, analyze and interpret complex information and assess various options.
- Must possess a valid Class G2/G Driver Licence with a satisfactory drivers record and access to a reliable vehicle for work.
- Must obtain a Satisfactory Police Record Check upon employment.

WORKING CONDITIONS:

1. 35 hours per week, Monday to Friday from 8:30am to 4:30pm.
2. This position may occasionally be required to work evenings and weekends for municipal meetings or events.



Director Signature

June 19th, 2024

Date



CAO Approval Signature

June 19/2024

Date

Original: February 2022

Revised: June 2024