



# Job Posting 26-07

## Legislative Coordinator

The Town of Cobourg is seeking a full time Legislative Coordinator!

Reporting to the Manager, Legislative Services, this position supports residents and staff by delivering responsive, front-line customer service within the Municipal Clerk's Office. The role oversees the development, review, and maintenance of municipal grants and policies in collaboration with staff, Senior Leadership, and Council.

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### MAIN RESPONSIBILITIES:

- Assist the Manager, Legislative Services / Deputy Clerk with the processing of Freedom of Information Requests.
- 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.
- Respond to general inquiries and accurately direct residents and staff to the responsible department.
- Assists in maintaining departmental files;
- Assists with the administration of municipal elections and any electoral matters pursuant to the Municipal Elections Act.
- Manages the full lifecycle of municipal grant applications, from identifying funding opportunities to final reporting.
- Oversees the development, review, and maintenance of municipal policies.
- Researching, drafting, and revising policies, preparing reports, and supporting departments in creating new policies.
- Act as back-up to other members of the Clerk's Department.

### EDUCATION/EXPERIENCE/SKILLS:

- 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.

### WAGE:

The wage scale for this position is as per Schedule B Inside Workers of the Collective Agreement - Grade 5A – \$28.65- \$35.81 per hour.

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](mailto:humanresources@cobourg.ca) no later than **March**



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**24. 2026.** Internal closing date for the role is March 10, 2026 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.