



Community Project & Asset Coordinator

Salary: \$64,646 - \$77,204

Plus a comprehensive benefit package and OMERS pension plan

Reporting to the Director of Operations, the Community Project & Asset Coordinator is responsible for coordinating community projects throughout all project stages, from conception/idea to approval and implementation. This position will ensure collaboration with various teams comprised of both internal and external stakeholders to deliver projects and strategies. This position will coordinate, track, report on and communicate with stakeholders regarding community assets.

Essential (Minimum) Qualifications:

- College Diploma in business administration, planning, civil or related engineering discipline, project management, or relevant education.
- Three (3) years of related experience in a project management role with a sound understanding of community engagement processes and activities, tools, facilitation, and application; preferably in a municipal context.
- Demonstrated competency in project management, capital project coordination and management.
- Knowledge and demonstrated competency in the areas of capital development and lifecycle maintenance, project level planning and project management processes.
- Comprehensive knowledge of current trends, practices, and development standards in the area of community development.
- Extensive knowledge and demonstrated competency in public consultation, stakeholder engagement and partnership development.
- Excellent and demonstrated verbal, written, presentation and related communication skills.
- Demonstrated level of professionalism and confidentiality and strong ethics.
- Advanced Computer Aided Design proficiency with AutoCAD and Autodesk.
- Advanced computer proficiency including thorough knowledge of Microsoft Office programs and working knowledge of archival and records management database software.
- Experience with building and construction projects and practices.
- Excellent facilitation and interpersonal skills to achieve collaboration, support and cooperation on projects and assignments with all departments in the corporation.
- Ability to prepare accurate and detailed reports with a high degree of accuracy and attention to detail.
- Tactfulness, and diplomacy, including the ability to establish and maintain professional relationships with staff and external agencies/authorities.
- Valid Class G driver's license and access to a reliable vehicle for work-related travel.

A complete job description is available by clicking here: [Job Description](#)

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified applicants must submit a cover letter and resume marked "Community Project & Asset Coordinator" to the following on/before Friday, January 28, 2022, at 4:00 p.m.:

Human Resources Department
City of Brockville
P.O. Box 5000
1 King Street West
Brockville, Ontario K6V 7A5

email: hr@brockville.com

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.



CITY OF BROCKVILLE

JOB DESCRIPTION

POSITION: Community Project & Asset Coordinator

DEPARTMENT: Operations

REPORTS TO: Director of Operations

PURPOSE AND SCOPE:

The Community Project & Asset Coordinator is responsible for coordinating community projects throughout all project stages, from conception/idea to approval and implementation. This position will ensure collaboration with various teams comprised of both internal and external stakeholders to deliver projects and strategies. This position will coordinate, track, report on and communicate with stakeholders regarding community assets.

DUTIES AND RESPONSIBILITIES:

- Will serve as the staff liaison with stakeholders on community-based projects, acting as the municipal resource relative to community asset projects, involving considerable liaison with user groups, community organizations, and the general public.
- Coordinate community project development projects, in partnership with community organizations, by leading, participating in and or supporting new capital development, renewal and lifecycle maintenance.
- Oversee projects that impact community assets development.
- Involved throughout concept development (functional programs, master plans and studies) and the capital development process (plans and policies).
- Facilitate grant funding applications, coordinate partnership agreements and contributions, provide the required reporting for all sources of revenue, and provide information to local community groups regarding development and building permits.
- Assist with developing overall project timelines, budgets, detailed product design/formulation specifications, and develop and implement effective reporting.
- Lead the management of key corporate project initiatives aligned with Council's direction with a dedicated focus of maintaining project management frameworks that ensure projects are standardized and delivered on time and on budget.
- Interpret the needs assessment and other input that define the project priorities, business cases and ongoing capital project management and reporting for budgeting purposes.
- Responsible for procurement and financial reporting requirements for projects.
- Maintain an active network with community stakeholders, other government officials, associations, and community agencies.

- Responsible to prepare various reports, and presentations and present at Advisory, Committee or Council meetings.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

EDUCATION/SPECIALIZED TRAINING/SKILLS:

Essential (Minimum) Qualifications:

- College Diploma in business administration, planning, civil or related engineering discipline, project management, or relevant education.
- Knowledge and demonstrated competency in the areas of capital development and lifecycle maintenance, project level planning and project management processes.
- Comprehensive knowledge of current trends, practices, and development standards in the area of community development.
- Extensive knowledge and demonstrated competency in public consultation, stakeholder engagement and partnership development.
- Excellent and demonstrated verbal, written, presentation and related communication skills.
- Demonstrated level of professionalism and confidentiality and strong ethics.
- Advanced Computer Aided Design proficiency with AutoCAD and Autodesk.
- Advanced computer proficiency including thorough knowledge of Microsoft Office programs and working knowledge of archival and records management database software.
- Experience with building and construction projects and practices.
- Excellent facilitation and interpersonal skills to achieve collaboration, support and cooperation on projects and assignments with all departments in the corporation.
- Ability to prepare accurate and detailed reports with a high degree of accuracy and attention to detail.
- Tactfulness, and diplomacy, including the ability to establish and maintain professional relationships with staff and external agencies/authorities.
- Excellent communication skills, both written and verbal and ability to communicate information to a diverse audience base.
- Demonstrated ability to identify and resolve issues and facilitate effective problem-solving processes of complex issues.
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence while representing the department in a professional, consistent, and positive manner.
- Collaborative and consultative in approach to planning and a commitment to customer/client service excellence including the ability to adapt to develop client relationships with all levels of the organization as well as external stakeholders.
- Demonstrated ability to manage multiple projects and timelines with strong organizational skills and the capacity to multi-task in a fast-paced environment, responding with flexibility to changing priorities.
- Maintain a high level of respect for confidentiality for both the organization as a whole and clients as per the *Municipal Freedom of Information and Protection and Privacy Act (MFIPPA)* while exhibiting discretion and good judgment.
- Demonstrated ability to be a team player who can establish and maintain effective working relationships with fellow employees, developers, community organizations, user groups, contractors and the general public.
- Valid Class G driver's license and access to a reliable vehicle for work-related travel.

Asset (Preferred) Qualifications:

- Project Management Professional (PMP) designation.

WORK EXPERIENCE:

Essential (Minimum) Qualifications:

- Three (3) years of related experience in a project management role with a sound understanding of community engagement processes and activities, tools, facilitation, and application; preferably in a municipal context.
- Demonstrated competency in project management, capital project coordination and management.

SUPERVISION:

- None.

WORK ENVIRONMENT:

- Typical office environment.
- Attendance on worksites where applicable.
- Attendance at after hour meetings of Council and/or Committees as required.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. The City of Brockville reserves the right to amend this position description at any time.