

Job Posting #2024-11

Job Title: Project Administrator, Pumped Storage

Department: Office of the CAO

Reports To: CAO

Directly Supervises: None.

Status: 12 Month Contract

Hours per Week: 35

Salary: \$59,825.15 - \$72,717.60

Application Due Date: Monday, February 19, 2024

Position Summary

This position will act as an administrative support for the Municipality's work related to the proposed Pumped Storage project within the Municipality. Responsible for providing dedicated support to the CAO on matters relating to Pumped Storage, including community engagement, internal and external communications, acting as the first point of contact for resident inquiries, and facilitating meetings with external contractors and stakeholders. This role will be responsible for coordinating the Municipality's Pumped Storage Advisory Committee, and communicating any potential project impacts, input, and issues back to Council and consultants. This position will take part in the project's Internal Working Group to help facilitate required action items or communication points for external consultants and stakeholders.

Role Specific Duties and Responsibilities

Project Administration:

1. Provide administrative support for the CAO on matters relating to the Pumped Storage project.
2. Act as the internal first point of contact and respond to general inquiries regarding the Pumped Storage project from stakeholders in a professional and timely manner.
3. Coordinate various administrative tasks to support the Project Team on a regular basis and in preparation for community engagement and outreach.
4. Participate in internal and external training activities to enhance learning and professional development in relation to the Pumped Storage project. Provide training opportunities to staff, committee members and Council when appropriate.
5. Support the Municipality's review of technical studies and the communication of the results to the community and other key stakeholders.
6. Coordinate project related pages on the municipal website and prepare, produce, and organize distribution of newsletters or other publications relating to the Project as required.

7. Write, prepare, edit, and file reports, forms, memos, advertisements, contracts, directories, resource materials, website content, and other correspondence related to the Pumped Storage project. Maintain internal records of media coverage on the Pumped Storage project, and collate weekly.
8. Assist with consistent branding to ensure the professional presentation of written materials, advertising, and other marketing materials relating to the Pumped Storage project.
9. Manage all media inquiries and provide support to Council, Staff, and Pumped Storage Advisory Committee members as required to assist with the inquiry. This includes preparing key messages and briefing notes.
10. Ensure all outputs in regards to the Project are clear, informative, consistent, professional, and accessible and presented in plain language in compliance with corporate policies and procedures.
11. Complete other tasks to support the Internal Working Group and CAO as required.

Council & Committee Support:

12. Serve as the main point of contact between the Pumped Storage Advisory Committee (PSAC), Trans Canada Energy (TCE), and third-party organizers.
13. Prepare the agenda and all supporting materials for the PSAC meetings in conjunction with the CAO, and ensure notice of each meeting is provided by posting of the agenda.
14. Prepare, edit, and submit reports to Council and the PSAC as required.
15. Act as the recording secretary and/or staff resource for the PSAC, Internal Working Group, and other meetings pertaining to the Pumped Storage Project.
16. Complete any tasks relating to the administration of the Pumped Storage project approved by way of motion.
17. Prepare and remit to the Deputy Clerk, in a timely manner, the minutes of each meeting in order that they may be placed on the Council agenda for review, and assist in Quarterly Reporting to Council on behalf of the PSAC.
18. Attend and present relevant reports at all after-hours PSAC or Council meetings as required.
19. Determine priorities and route correspondence for the PSAC and collect, organize, and prepare information for inclusion in reports for the Committee and Council where appropriate.

20. Organize, maintain, and coordinate PSAC records and files in their proper locations, locate filed materials upon request, ensure materials are only provided to authorized personnel, and return to the appropriate files once completed.
21. Schedule appointments for the Committee, maintain the PSAC calendar, and book venues for PSAC meetings or events.
22. Ensure compliance with the PSAC Terms of Reference and all Procedural By-laws.

Community Engagement:

23. Represent the Municipality of Meaford at community events and engagement activities with courteous and professional conduct.
24. Facilitate staff outreach and engagement activities related to ongoing Project studies.
25. Support the planning of ongoing community engagement efforts in the municipality relating to the Pumped Storage project. This could include open houses, speaker presentations, webinars, meetings, and preparing related communications pieces to support these activities.
26. Support the planning and execution of networking events and youth focused initiatives in the community.
27. Coordinate and foster relationship building and outreach with key stakeholders on behalf of the Municipality, including local community service groups, grassroots organizations, and regional municipalities and Indigenous communities.

General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times. Ensures confidentiality of information provided to produce content for Council, and other sensitive information sources where information is developed prior to staff/public release.
2. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

1. Project Management Professional (PMP) Designation or Project Management Certificate would be preferred.

2. Valid Class G Driver's Licence in good standing.

Education, Skills and Experience

1. Diploma or Degree in Business, Communications or Marketing, Public Policy Development/Administration, Public Relations, or equivalent education.
2. Minimum 5 years' related experience, preferably in a municipal or project management environment.
3. Certified Associate in Project Management or Project Management Professional designation is preferred.
4. Previous experience coordinating staff and/or contractors.
5. Knowledge of project management, asset management and financial matters related to capital projects.
6. Thorough working knowledge of Microsoft Windows and Office applications.
7. Strong skills in communication (written, oral and interpersonal), organizational, public relations, customer service and project management.
8. Ability to maintain confidentiality, be tactful in all dealings, be self-motivated and work effectively alone or in a team environment.

Physical Demands and Working Conditions

- Working conditions are in a standard office environment and public meetings with exposure to written and verbal criticism from the public and phone/counter/office interruptions. Occasional site visits which may take place in unseasonable weather, and require standing or walking over uneven ground.
- Physical demands requires computer work concentration, sitting and standing. Site visit physical demands requires standing and moving, uneven ground, and occasional lifting. Some exposure to inclement weather and temperature conditions.
- Normal hours of work are 35 hours per week, Monday to Friday. Available to attend evening and/or weekend meetings and other events, as required.

Contacts and Interactions

- Incumbent communicates regularly with municipal staff, contractors, suppliers, consultants, government agencies, regulatory bodies, stakeholders, and members of the public.



Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2024-11 by Monday, February 19, 2024 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.