



JOB DESCRIPTION

The Corporation of the City of Orillia has an opening for a nine month contract position (35 hours a week) of Real Estate Coordinator in the Economic Development Department.

DUTIES

- Research and draft reports on land matters.
- Present reports and research findings to Council and the Senior Management Team.
- Collaborate with municipal departments to coordinate real property services, provide assistance for leases, and ensure that real property agreements align with the City's new policies and procedures.
- Assist in administering municipal property use agreements.
- Prepare and deliver correspondence to the City's solicitors and realtors.
- Undertake benchmarking and research to ensure the municipality is adhering to real property best practices.
- Respond to public and internal inquiries regarding City owned land.
- Educate staff members from a range of departments on the Real Property Policies and Procedures, through one-on-one meetings, Lunch and Learn events and/or presentations at departmental meetings.
- Assist with communications related to real property matters, including assisting with the creation of news releases and web content.
- Assist with Economic Development projects, and related tasks and activities.
- Assist with administrative and clerical tasks including payment tracking and processing and filing.

QUALIFICATIONS

- College diploma in office or legal administration, real estate and/or economic development.
- Ability to read and understand provincial legislation.
- Working knowledge of legal real estate documents such as transfers, mortgages, licences of occupation, easements, leases, etc.
- Familiarization with the City of Orillia Real Property Policy and the City of Orillia Delegated Authority By-law an asset.
- Working knowledge of land registry systems an asset.
- Knowledge of, and experience with, TOMRMS municipal records management system.
- Excellent public speaking and public relation skills with proven ability to build effective working relationships.
- Strong computer skills using MS Office applications, including Word, Excel, Access, PowerPoint, Email and the Internet.
- Must possess a valid class 'G' Ontario driver's licence in good standing with access to a reliable vehicle.

Compensation for this position is \$26.92/hour for a 35 hour work week. Interested employees are invited to submit their resume (in MS Word or PDF format) in confidence by March 15, 2019 at noon to:

Lori Bolton, CHRL,
Director of Human Resources,
City of Orillia,
50 Andrew Street South, Suite 300,
Orillia, ON L3V 7T5
Fax: 705-325-5904
Email: lbolton@orillia.ca

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25., and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Orillia ON L3V 7T5.