



Internal/External Job Posting

Temporary Non Union Position

Land Management Administrator

Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Encompassing approximately 6,800 square kilometres, the Grand River watershed has a population of almost one million people in 39 municipalities and two First Nations. Designated as a Canadian Heritage River, the Grand River and its major tributaries boast many outstanding human heritage features and excellent recreational opportunities. The GRCA is committed to environmental protection by delivering services that ensure the well-being of the environment and its inhabitants.

General Accountabilities

Reporting to the Director of Land Management, the Land Management Administrator provides efficient and effective project and administrative support, information, records and database management, responding to information requests and preparing correspondence for the Land Management Division, consisting of Conservation Areas, Central Services and Property departments.

Specific Accountabilities

1. Provide the division and individual departments with various administrative supports for day-to-day operations including record keeping, meeting minutes and filing, membership card program, camping reservation system, and maintenance and capital construction related activities as examples.
2. Organize internal and external meetings and events including preparation and distribution of meeting agendas and minutes, booking facilities, catering and equipment. Attend meetings and events as required. Circulate reminders to staff to ensure report timelines are met, and required follow-up from minutes is taken.
3. Conduct research, compile information, and draft processes for administrative projects in the Land Management Division. Liaise with external organizations as required. Prepare summary reports and make recommendations as appropriate.
4. Update and maintain records for the signage inventory, corporate key inventory, and various inspections, reports and agreements and including updating departmental forms.
5. Provide day-to-day administration of the fleet management system including training others, generating reports, creating and updating user guides, and providing ongoing support to users.
6. Provide excellent customer service by responding to public inquiries in a helpful and timely manner for the Land Management Division.
7. Ensure web content on Land Management Division webpages is AODA-compliant and work with staff to assist in drafting and modifying website content as required.
8. Perform a number of accounting-related tasks, including procurement of a variety of items for the division, input invoices, expenses, quotes and purchase orders for departments, etc.

9. Perform general administrative services including filing, record keeping, mail-outs, updating manuals and inventories, data entry and other duties as assigned, including switchboard/reception coverage.

Technical Accountabilities

1. College diploma preferably in an area related to administration, outdoor recreation or other related program.
2. A minimum of 3 years of related work experience. Experience working in a recreation and/or customer service environment would be beneficial.
3. Demonstrated written and verbal communication skills
4. Demonstrated ability to work independently as well as part of a team. Must display a strong sense of initiative in organizing work (i.e. weekly, monthly, and annual procedures).
5. Strong interpersonal skills and ability to deal with difficult situations. Must have a strong focus on customer satisfaction and be able to demonstrate tact and diplomacy in dealing with members of the public.
6. Highly organized with the ability to organize, multi-task, summarize and assist with the interpretation and analysis of data and information to support projects in the Land Management Division. Demonstrated experience in file and document management.
7. Advanced knowledge of Microsoft Office 365 (Word, Excel, Access, Outlook, SharePoint, Teams) and Adobe Acrobat. Expertise in Word, SharePoint, database administration, and creating and remediating documents that are AODA compliant is required. Working knowledge and experience with GIS software, preferably direct experience with ESRI ArcMap software.
8. Ability to exercise professional judgment and discretion in dealing with confidential information.
9. Valid Driver's License and ability to travel to various locations within the Grand River watershed.

Competencies and Abilities

Professional Judgement

Demonstrated ability in the area of critical thinking, analysis and assessment of implications, making connections of underlying issues and the ownership of the outcome. Sound judgement resulting in fair, efficient and effective decision-making, bringing clarity and resolution to complex and ambiguous situations, and discretion in dealing with confidential information.

Integrity/Ethics

The willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards.

Goal/Action Oriented

The ability to work in a team or independently with limited supervision and maintain a high level of self-direction, work productivity, quality, and professionalism. Effective problem solving and collaboration skills. Seizes opportunities; takes initiative and is self-motivated. Organizes work, plans activities and sets priorities in a manner that meets competing needs and timely resolution of matters. The ability to work under pressure and handle multiple tasks simultaneously with changing priorities.

Team Work

Interacts with people effectively. Able and willing to share and receive information. Proven ability to communicate information clearly and professionally to both internal and external groups. The ability to gather facts and pertinent information to gain an understanding before

drawing conclusions or taking action. Demonstrated ability to build partnerships and alliances with peers, partners and staff.

Customer Focus

Dedicated to meeting the expectations and requirements of internal and external customers. Develops and maintains effective relationships and ensures good communications with stakeholders. Must possess strong customer service skills and the ability to respond to public inquiries with knowledge, tact and enthusiasm.

Deadline for Applications: 4:00pm, Thursday October 13, 2022

Approximate Start Date: November 2022

Term of Employment: Two Years

The annual pay range for this position is Job Level E \$53,320.61 to \$64,872.67 /35 hours per week

To Apply: Please send a resume and covering letter to careers@grandriver.ca in MS Word or PDF format and quote "Land Management Administrator" in the subject line.

We thank you for your interest, however only candidates under consideration will be contacted.

GRCA is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56 the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, chapter C.27 and is used for recruitment purposes. Questions about the collection of personal information should be directed to the Manager of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761.