



Internal/External Job Posting

Regular Full Time Non Union Position

Property 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 38 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

The Property Administrator is responsible for providing administrative support for Conservation Lands Department projects and programs. Duties include: assisting with the administration of the residential, agricultural and cottage lot programs, including the preparation of lease and license renewals; monthly accruals and financial reporting; information, records and database management; responding to information requests; and preparing property related correspondence. This position reports to the Manager of Conservation Lands.

Specific Accountabilities

1. Working in conjunction with the Lands Analyst and the Property Superintendent to ensure the timely negotiation and renegotiation of standard Lease and License Agreements concerning Authority lands.
2. Administer matters related to tenancy agreements for agricultural, residential, and cottage lot tenants including renewals, transfers, and evictions.
3. Represent the GRCA at the Landlord Tenant Board when necessary for the enforcement of tenancy agreements.
4. Prepare documents, reports and correspondence as related to the tenancy of GRCA lands.
Organize and maintain records and files, (both electronic and physical) related to all property matters.
5. Organize and maintain document and information management systems and databases for property landholdings, tenants, property assessment and property tax records, addresses and other property details
6. Review property tax assessment information and process applications for property tax reductions and billings for property tax recovery.
7. Administer Conservation Lands financial transactions including billings, arrears collection, and collection of rental income.
8. Respond to routine inquiries regarding conservation lands-related programs at the GRCA.
Track and initiate annual cycle of events for the Conservation Lands Department
9. 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.

Technical Accountabilities

1. University degree or college diploma in real-estate, administration or related field/equivalent.
2. One to three years' related experience in an administrative support role.

3. Familiarity with Provincial legislation applicable to various aspects of real estate including the Real Estate Business Brokers Act, Commercial Tenancies Act and the Residential Tenancies Act.
4. Excellent written and verbal communication skills.
5. Highly organized with the ability to work in a fast-paced environment.
6. Strong interpersonal skills and ability to deal with difficult situations. Candidate to have a strong focus on customer satisfaction and must be able to demonstrate tact and diplomacy in dealing with tenant concerns and members of the public
7. Advanced computer skills including full knowledge and competency with Microsoft Office suite (i.e. MS Word, Outlook, Excel, Access and PowerPoint) and familiarity with database systems and analysis tools
8. Demonstrated ability in the use and interpretation of GIS mapping, orthoimagery and legal surveys
9. Working knowledge and experience with GIS software, preferably direct experience with ESRI ArcMap software.
10. Able to work independently and display a strong sense of initiative in organizing work (i.e. weekly, monthly, and annual procedures).
11. Demonstrated experience in file and document management with a high level of attention to detail.
12. Ability to organize, summarize and assist with the interpretation and analysis of data and information required to support projects in the Property Department.
13. Ability to exercise professional judgment and discretion in dealing with confidential information.
14. A valid driver's license.

Competencies and Abilities

Professional Judgement:

Has the ability to analyze and assess information to validate compatibility with required deliverables. Able to make decisions after contemplating various available courses of action, other perspectives, and relying on experience and wisdom and recognize when to escalate appropriate situations to the next higher level of expertise.

Integrity/Ethics/Trust:

Willingness to hold oneself and others accountable for acting in ways, both privately and publicly, that are consistent with stated values, principles and professional standards. Treat all employees and stakeholders in a respectful manner. Complete work in a timely manner and stick to commitments.

Teamwork:

Interacts with people effectively. Able and willing to share and receive information. Succinct written and verbal communication skills, enabling the message to be received accurately achieving the desired effect. Knows when it is necessary and appropriate to seek out further information. Commitment to sharing ideas and working together; open to input and suggestions.

Goal Oriented/Action Oriented:

Seize opportunities; take initiative and is self-motivated. Maintain a high level of productivity and self-direction. Organize work, plan activities and set priorities in a manner that meets competing needs and timely resolution of matters. Interested in providing suggestions for improvements to the services offered to our department. Aware of what legislation is relevant to the work/organization.

Customer Focus:

Is dedicated to meeting the expectations and requirements of internal and external customers. Develop and maintain partnerships with other employees with whom you work with. Build appropriate rapport; using diplomacy and tactfully build constructive and effective relationships.

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

Deadline for Applications: 4:00 pm Monday November 27, 2023

Approximate Start Date: December 2023

The salary range for this position is Job Level E \$54,653.62 to \$66,494.49

The GRCA strives to provide a collaborative and respectful work environment. We value the health and well-being of our employees and prioritizes Health and Safety in our workplace. We offer a comprehensive benefits package including health, dental, vision care, life and disability insurance; Participation in the OMERS defined benefit pension plan, with generous employer- matching and a pass for free entry into GRCA conservation areas. We currently provide an option to work a flexible schedule and/or hybrid to balance the demands of both work and home.

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.