



# Georgian Bluffs

## Legislative Services Coordinator

Temporary Full-Time | 12-Month Contract

Georgian Bluffs is home to 11,000 residents, nestled between the Niagara Escarpment and the clear waters of Georgian Bay. The Township offers an exceptional quality of life, combining access to the amenities of nearby Owen Sound with the peace, quiet, and natural setting of a rural community. We offer a flexible and supportive working environment within a small and dedicated team.

### What we are looking for:

The Township of Georgian Bluffs is seeking a highly organized, professional, and customer-focused coordinator to support licensing, cemetery administration, records and information management, and election services within a municipal legislative services environment.

### Key Responsibilities

- Administer Township licensing programs, including Special Events, Kennels, Refreshment Vehicles, Short-Term Accommodations, and business licensing.
- Administer the Township's cemetery portfolio, including burial scheduling, plot sales, maintenance and service requests, records management, annual provincial reporting, compliance requirements, budget input, cemetery planning, and related reports/by-law updates.
- Support corporate records and information management, including paper and electronic records, staff guidance, training, and records management support across the organization.
- Provide municipal election support, including responding to voter inquiries, updating the voters' list, troubleshooting electronic voting issues, assisting electors, and attending election help centres.
- Assist the Manager of Legislative Services/Clerk with special projects, including licensing by-law updates and implementation of new legislative services programs.
- Maintain departmental files and information systems, ensuring confidentiality, proper records retention, and compliance with MFIPPA requirements.



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The Successful Candidate will have:

- A post-secondary diploma in administration, business, political science, or a related discipline, or an equivalent combination of education and experience.
- Completion of the AMCTO Municipal Administration Program, or willingness to complete it.
- Ontario Cemetery Sales Representative Licence, or willingness to obtain it.
- Minimum one (1) to three (3) years of related administrative experience, preferably in a municipal office environment.
- Thorough working knowledge of Microsoft 365 applications is required. Experience using meeting management, agenda preparation, and records management software is an asset.
- Strong communication skills including written, oral, and interpersonal communication, along with strong organizational, public relations, project management, and time management skills.
- This position is primarily performed in person at the Administration office, with attendance throughout the community as required for meetings, election support, and cemetery-related responsibilities.

## Application Process

This is a temporary full-time, 12-month contract, non-union position working 35 hours per week, with a salary range of \$58,713.20 to \$73,382.40. This posting is for an existing vacancy. Qualified candidates are invited to submit a resume and cover letter in confidence to [hr@georgianbluffs.ca](mailto:hr@georgianbluffs.ca) no later than **Monday, May 11, 2026, at 12:00 p.m.**, quoting Job Posting #2026-15.

## Additional Information

- Accommodations are available at every stage of the recruitment process. Applicants are encouraged to identify any accommodation needs when applying.
- This recruitment process does not use artificial intelligence (AI) to screen or evaluate applicants. All applications are reviewed by the Township's hiring team.
- We thank all applicants for their interest; only those selected for an interview will be contacted.



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- Personal information collected will be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.
- Pre-employment screening may include education and credential verification, reference checks, and other job-related checks, as required for the position.