



## **TOWN OF HAY RIVER – POSITION DESCRIPTION**

### **A. IDENTIFICATION:**

<b>Position Title:</b>	<b>Housing Development Coordinator</b>
<b>Department:</b>	<b>Administration</b>
<b>Reports to:</b>	<b>Senior Administrative Officer</b>
<b>Date:</b>	<b>May 2022</b>
<b>Status:</b>	<b>Term</b>

### **B. JOB SUMMARY:**

Reporting to the Senior Administrative Office, the Housing Development Coordinator acts as a subject matter expert overseeing the implementation of the Town of Hay River’s Strategic Housing Plan. This position is accountable for the scheduling, organizing and executing of initiatives specified in the Town’s Strategic Housing plan. The Coordinator also provides administrative and coordination support to the Hay River Social Issues Committee through the development and implementation of interagency initiatives including those connected to homelessness.

Through support of Housing NWT and various community partners and with the guidance of an established housing committee, the Coordinator will ensure the defined goals and initiatives of the Housing Plan are achieved as outlined.

### **C. DUTIES & RESPONSIBILITIES**

1. Oversees the execution of the Hay River Strategic Housing Plan through coordination of Town of Hay River employees and identified Housing Plan partners. This includes but is not limited to:
  - Scheduling regular meetings with partners to advance the undertaking of Housing Plan initiatives;
  - Promoting housing development opportunities to prospective housing development agencies;
  - Providing housing development subject matter expertise and makes recommendations to housing committee members and other stakeholders; and
  - Liaising with Housing NWT, Hay River Seniors Society, local non-government organizations to discuss opportunities pertinent to the execution of the Housing Plan
  
2. Coordinates the increase of development ready residential land inventory. This includes but is not limited to:
  - Updating of the Town’s land development plan;

- Researching and recommending incentives and disincentives to encourage reclamation and redevelopment of housing properties;
  - Researching and recommending taxation policies and bylaws to encourage brownfield development;
  - Inventorying private and public undeveloped land;
  - Recommending changes to the Cities, Towns and Villages Act to increase sales of derelict properties; and
  - Developing communication materials to communicate land availability to developers.
3. Establishes a financial plan and identifies and applies for funding to support the implementation of the Housing Plan. This includes but is not limited to:
    - Creating a multiyear financial plan;
    - Writing funding applications;
    - Completing reporting necessary to satisfy funding agreements; and
    - Ensuring spending is in accordance with the terms of funding agreements.
  4. Demonstrates application of sound project management principles and methodologies through execution of the Housing Plan. This includes but is not limited to:
    - Preparing and monitoring project spending;
    - Creating project schedules and task lists;
    - Reviewing expenditures and approving for payment;
    - Monitoring the completion of work assigned to others;
    - Tracking and reporting on key performance indicators;
    - Communicating effectively with stakeholders and management; and
    - Recording and saving of documents in accordance with established records management policy and procedures.
  5. Establishes and sits on the housing committee providing administrative support and guidance to members responsible for execution of elements of the Housing Plan. This includes but is not limited to:
    - Establishing terms of reference for the committee and participates in recruitment of members;
    - Assisting the committee chairperson in setting agendas and in scheduling meetings;
    - Recording meeting minutes and reports on committee activity and progress to management and Council;
    - Providing progress updates to the committee on Housing Plan activity.
  6. Supports the Town of Hay River Social Issues Committee's development and implementation of a community interagency improvement plan. This includes but is not limited to:
    - Providing updates on initiatives tied to addressing homelessness from the Housing Plan;
    - Supporting the committee chairperson in setting meeting agendas;
    - Recording meeting minutes and reporting on committee activity;
    - Tendering and entering into contract for consulting services to develop a community plan;
    - Coordinating the completion of initiatives identified by the Social Issues Committee; and
    - Liaising and surveying stakeholders and the public for input on community social issues.
  7. Perform other related duties as required

## **D. KNOWLEDGE and SKILLS:**

The following knowledge and skills are required for an individual to be able to perform the duties of this position:

### **Education and Experience:**

- Graduation from a post-secondary program in business administration, planning, or equivalent. Certificate in project management preferred; equivalencies will be considered;
- Three years of progressive, related and demonstrated experience, such as delivery of housing development projects, and client/program coordination.

### **Job Knowledge Requirements:**

- Knowledge of construction, housing development, project management, affordable housing delivery, grant processes, and local government functions
- Working knowledge of applicable bylaws, procedures, programs and regulatory requirements.

### **Technical Skills & Abilities:**

- project management
- Good computer skill

### **Interpersonal Skills:**

- Strong communication skills (written, oral, interpersonal)
- Leadership skills
- Good writing skills
- Analytical skills
- organizational/time management
- team building
- work independently
- maintain confidentiality

## **E. POSITIONS SUPERVISED:**

- none

## **F. WORKING CONDITIONS**

### **Physical Demands**

Majority of time is spent in an office environment with frequent opportunity to move about. This job will work standard operating hours with some requirement for overtime in response to peak periods, such as meeting project/funding deadlines.

### **Environmental Conditions**

A portion of time will be spent on site at project locations requiring some travel and interaction with local developers/project proponents/contractors.

### **Sensory Demands**

Work requires standard use of a computer with visual concentration required.

**Mental Demands**

The Housing Development Coordinator must lead staff in completing work that is challenging, demanding, influenced by weather/climate and is visible to the public. This can create stress as well as challenges to multitasking and concurrent project management requirements.

**G. CONDITIONS OF EMPLOYMENT:**

- Must have a valid Class 5 driver’s license
- Must have a satisfactory criminal record check

**H. CERTIFICATION**

**Position Title: Housing Development Coordinator**

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Supervisor Title</p> <hr/> <p>Supervisor Signature</p> <hr/> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p><i>“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.”</i></p>	

## **COMPETENCIES**

Competencies are the attitudes, attributes, behaviours or other personal characteristics that are needed to perform a job well. Competencies are intended to complement the credentials, education and technical proficiency that an individual typically brings to a position. The Town will support staff in enhancing their competencies and learning to apply competencies to their daily work.

*The following core competencies are expected of all employees of the Town.*

**Organizational awareness** – understands big picture of issues facing the Town and community; aware of community events and occurrences; values the work of the Town within the community, understands the connection between his/her role and the vision and mission of the Town.

**Customer Service** – balances the interests of clients; re-adjusts priorities to respond to pressing and changing client needs. Anticipates and meets the needs of clients; achieves quality end products; committed to continuous improvement of services; ambassador for the Town to customers and clients.

**Manages Resources Wisely** – recognizes the value of resources - whether they are financial, human, information, material, assets, etc – and strives to use these prudently and sustainably, in the best interests of the Town.

**Interpersonal skills** – considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; tactful, compassionate and sensitive; treats others with respect.

**Oral Communication** – makes clear and convincing points to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

**Written Communication** – expresses facts and ideas in writing in a clear and organized manner.

**Continual Learning** - grasps new information; recognizes own strengths and weaknesses; pursues self-development, seeks feedback from others and welcomes opportunities to learn new things.

**Flexibility** – open to change and new information; adapts behavior and work methods in response to new information; adjusts to new situations warranting attention and resolution.

**Decision-making & Problem Solving** – exercises good judgment in making decisions; seeks all the information to make informed decisions; perceives the impact and implication of decisions, even when data is limited, or solutions produce unpleasant consequences.

**Teamwork** – interacts with people effectively. Cooperates within a group and across groups.

**Work Standards** – sets and maintains high performance standards. Pays close attention to detail, accuracy and completeness.

**Reliability** – takes personal responsibility for job performance. Completes work in a timely manner. Sticks to commitments.

**Initiative** – takes action to influence events. Generates ideas for improvement, takes advantage of opportunities, suggests innovations. Does more than required.

**Safety Awareness** – puts safety first before undertaking any action. Is a role model in demonstrating safe behaviours and encourages it in others.