

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

HOUSING ACCELERATOR FUND COORDINATOR

POSITION DESCRIPTION

POSITION TITLE:

Housing Accelerator Fund Coordinator

LOCATION:

Antigonish

EMPLOYER

Municipality of the County of Antigonish

POSITION SUMMARY:

On behalf of the Municipality of the County of Antigonish and the Town of Antigonish, the Housing Accelerator Fund Coordinator will have responsibility for the design, coordination, implementation of, and reporting on initiatives funded by the federal Housing Accelerator Fund.

REPORTING RELATIONSHIP

County and Town Chief Administrative Officers (CAO) or their designate(s)

REPORTING TO THIS POSITION:

None

TERM:

This position is for a three-year term, with the possibility of renewal.

SALARY & BENEFITS:

Salary to be determined based on experience and qualifications. Paid leave will be provided. This position is not entitled to benefits.

SPECIFIC RESPONSIBILITIES

Implementation of Accelerator Initiatives

The following initiatives are the responsibility of the Coordinator to design in coordination with the municipalities and stakeholders, implement and report on:

- **Asset Management Planning** – Completion of a detailed Asset Management Plan, to guide future investments in municipal infrastructure to support housing growth.
- **Modernization of the Permitting Process** – In partnership with the Eastern District Planning Commission, the permitting process will be reviewed and modernized with the addition of an online portal.

- **Modernization of Municipal By-Laws and Regulations Related to Residential Development** – Review and assess amendments of Municipal Planning Strategies, and Land-Use, Local Improvements and Subdivision Bylaws to foster higher density more variety in residential development.
- **Review of Community Transit** – In a partnership with the Antigonish Community Transit Society (ACTS), review and evaluate current public transit offerings to determine the most effective transit service strategy to meet the needs of the community.
- **Residential Development Grant Programs** – Develop grant programs available to non-profit organizations to create affordable housing throughout the community and reimburse service connection fees to developments that create affordable and high-density housing.

Additional HAF initiatives related to active transportation and source water management will be managed by other municipal officials. However, the Coordinator will have responsibility for record keeping and reporting on these initiatives in cooperation with the responsible authority.

The Coordinator will also work with the municipalities and stakeholders to identify other opportunities to improve residential development and make proposals for consideration.

Stakeholder Relationship Building, Engagement and Collaboration

- Establish and coordinate appropriate way to engage and collaborate with internal and external stakeholders.
- Develop a communication protocol to share information with internal and external stakeholders and the public on HAF activities.
- Improve the awareness of internal and external stakeholders of other housing programs or benefits available to the community. Where appropriate include these programs or benefits within the scope of HAF initiatives.

Work Planning, Financial Management & Accountability

- Develop annual workplans reflective of the HAF contribution agreements and approved action plans with input from internal and external stakeholders.
- Coordinate all activities within the approved workplans with minimal supervision.
- Coordinate financial management of initiatives with the appropriate municipal finance officials.
- Coordinate all procurement, contracts and program development required to implement approved workplans.
- Report on activities to senior staff, County and Town Councils and the public at regular intervals.
- Keep and file all records created within the appropriate municipality's file management system.

- Create annual reports on HAF initiatives for government funders, County & Town Councils and the public.
- Manages costs effectively, submit expenses for approval and payment, retain files and respond to audit related inquiries.
- Develop grant applications and proposals for additional project funding.

QUALIFICATIONS & TRAINING

Training & Knowledge

- Required:
 - Bachelor's degree in relevant or related field such as public administration, business administration, land-use planning, program development, policy analysis, or project management.
 - Proficiency in MS 365 and other required IT applications.
 - Extensive knowledge of housing and ancillary challenges throughout the community, region, and province.
 - Knowledge of policy, by-law, and regulation development.
- Asset:
 - Formal training in project management or PMP designation.
 - Formal training related to housing, homelessness, poverty, or social determinants of health.
 - Master's degree in relevant or related fields.

An equivalent combination of education and experience may be considered.

Skills & Competencies

- Exhibits a high energy level, and demonstrates the ability to engage stakeholders, collaborate across organizations and work as a team.
- Shows flexibility in work habits to schedule and meet the needs of stakeholders.
- Demonstrates the ability to plan and prioritize a large volume of detail-oriented work in accordance with deadlines.
- Ability to foster and promote excellent relationships and enhance inter-portfolio communication.
- Demonstrates a constructive approach to complex and challenging situations.
- Has excellent presentation and facilitation skills.
- Has the ability to synthesize discussions into opportunities and specific initiatives.
- Is highly sensitive to the nature of this position which requires superior interpersonal skills judgment, tact, creativity, diplomacy, discretion, and confidentiality.
- Excellent organizational, analytical, problem-solving, and decision-making skills.
- Is self-directed with substantial initiative and creativity expected.
- Effective team development and leadership.

Experience:

- Minimum 5 years recent and relevant experience.
- Experience in:
 - Project management, policy development and program development.
 - Stakeholder engagement.
 - Public participation & communication.
 - Initiating and managing multiple projects.
 - Managing competing priorities and timelines.
 - Program-based financial management.
 - Research, writing and analysis.
 - Experience with professional computer applications and technology including, but not limited to MS 365.
 - Procurement and contract management