



## **Licensing Coordinator**

### **Permanent Full-Time Position**

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As the most northerly township in the County of Simcoe, the Township of Tiny offers 70km of coastline along beautiful Georgian Bay. The municipality's approximate population of 13,000 residents at least doubles in the summer as the region is a popular destination for both tourism and cottagers due to its beautiful waterfront areas and small-town appeal.

The Township of Tiny is currently seeking a qualified candidate for the position of Licensing Coordinator.

Reporting to the Chief Municipal Law Enforcement Officer, the Licensing Coordinator performs the administrative licensing duties for the Township's short-term rental, business and lottery licensing programs and administrative licensing duties for the Legislative Services (Clerk's Department) as required.

#### **Qualifications**

- Degree or Diploma in a relevant field such as Public Administration, Business Administration, Office Legal Administration or similar.
- Specialized training in Municipal Administration is an asset.
- 2 years' experience in administration or licensing is an asset.
- Must possess excellent verbal, written and communication skills.
- Excellent public relations and public speaking skills.
- Possess good organization skills to deal with multiple priorities.
- Effective time and stress management skills.
- Self-motivated and have the ability to motivate others.
- Possess team leadership and management skills.
- Honest, trustworthy, respectful, empathetic, flexible, diligent and diplomatic.
- Demonstrate flexibility, dedication, and sound work ethics.
- Strong computer skills including a working knowledge of Microsoft Office applications such as Word, Excel and PowerPoint.
- Must maintain a clear criminal history and Class "G" Ontario Driver's licence with a good driving record.
- Other related courses, i.e. Lottery Licensing is an asset.

#### **Hours of Work**

- 35 hours per week

#### **Rate of Pay**

The Township of Tiny offers a competitive compensation and benefits package. Pay Rate - \$ 31.39 - \$39.23 Per Hour

Visit [www.tiny.ca](http://www.tiny.ca) for a detailed job description.

**How to Apply**

Qualified applicants are encouraged to submit a resume and cover letter to:

Human Resources  
Township of Tiny  
130 Balm Beach Road West  
Tiny, Ontario L0L 2J0  
Fax: (705) 526-2372  
Email: [humanresources@tiny.ca](mailto:humanresources@tiny.ca)

Resumes will be accepted until 12pm on November 29, 2024. We thank all applicants who apply for this position but only those selected for an interview will be contacted.

**Accessible Accommodations**

The Corporation of the Township of Tiny is committed to an inclusive and barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.

**Disclaimer**

Personal information collected will only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.