



# Job Posting 24-51

## Legislative Coordinator – Accessibility

The Town of Cobourg is seeking a full time Legislative Coordinator- Accessibility!

This position includes the responsibility to develop, coordinate and update the Town's Accessibility for Ontarians with Disabilities Act, 2005 (AODA) program, policies and procedures including the Town of Cobourg's Corporate Multi-Year Accessibility Plan. This position will also be responsible for leading activities that contribute to the success of corporate Equity, Diversity and Inclusion initiatives, including supporting the EDI Strategy implementation.

**REPORTS TO:** Manager, Legislative Services/ Deputy Clerk

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### MAIN RESPONSIBILITIES:

#### Accessibility:

- Develop, coordinate, monitor, update, and distribute the Town's Accessibility Plan.
- Coordinate implementation and compliance of provincially mandated accessibility standards.
- Acts as liaison between Council, the Municipal Accessibility Advisory Committee, staff and the public.
- Provide advice to the Municipal Accessibility Advisory Committee with respect to research, report writing, correspondence and other procedural matters.
- Prepare all meeting agendas and materials for the Municipal Accessibility Advisory Committee.
- Monitor provincial developments regarding the Ontarians with Disabilities Act, 2001 (ODA) and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and related legislation including AODA standards and examine municipal implications and requirements for compliance.
- Create and maintain a communications strategy and adapt service to new requirements of the AODA. Prepare a project plan to implement changes necessary to ensure that departments are aware of their responsibilities under the AODA and to prepare a resource plan for training and projects necessary to meet the AODA requirements.
- The Coordinator will establish and implement a corporate wide organizational program that meets the principles of accessibility in accordance with the Ontarians with Disabilities Act 2001 and the Accessibility for Ontarians with Disabilities Act 2005 and related legislation.
- Conduct accessibility audits on Town facilities, programs, policies, procedures, and processes, as required, and make recommendations for accessibility updated.

#### Equity, Diversity, and Inclusion:

- Implement the diversity, equity and inclusion framework and strategy.
- Work to advance the Town of Cobourg's community engagement efforts with a focus on equitable access to municipal supports and services that align with the Town of Cobourg's Strategic Plan and leveraging the Town's Equity, Diversity, and Inclusion Strategy.
- Provide recommendations to Manager, Legislative Services on best practice initiatives and new municipal programs that will support community members and equity seeking groups.
- Coordinate events for both internal and external audiences, such as training, lunch and learns, or awareness events, and external audiences, such as community dialogues, focus groups, and community development initiatives.
- Support the Human Resources Department with the coordination of employment Equity, Diversity and Inclusion initiatives.

#### Municipal Clerk's Office:

- Perform the day-to-day duties of the Municipal Clerk's Office including the issuance of marriage, burial, and dog licenses, perform marriage solemnization services, commissioning of oaths and affidavits, selling municipal merchandise, and assisting in the completion of municipal related documentation.
- Respond to general inquiries and accurately direct residents and staff to the responsible department.



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## Legislative Coordinator – Accessibility

- Assists with the administration of municipal elections and any electoral matters pursuant to the Municipal Elections Act.
- Act as back-up to other members of the Clerk's Department.
- Other duties as assigned.

### EDUCATION/EXPERIENCE/SKILLS:

- Completion of a post-secondary program in Social Sciences, Public Administration, Political Science or a related program.
- Two years of experience working in an office environment is required.
- Knowledge and understanding of the Ontarians with Disabilities Act, 2001, the Accessibility for Ontarians with Disabilities Act 2005, and any other related legislation.
- Well-developed planning and organizational skills.
- Experience in organizing training programs or sessions an asset.
- Demonstrated experience within a municipality, or public sector organization is preferred.
- Knowledge and understanding of the Municipal Act, 2001 and any other related legislation.
- Ability to work independently on multiple, complex and diverse projects.
- Ability to establish and maintain positive and cooperative working relationships with all levels of staff.

### TECHNICAL AND PROFESSIONAL SKILLS REQUIRED:

- Effective communication skills, both verbal and written, and presentation/facilitation skills.
- Excellent interpersonal and customer services skills.
- Experience in computer programs including Microsoft Office, and SharePoint.
- Demonstrated ability to research, analyze and interpret complex information and assess various options.
- Must possess a valid Class G2/G Driver Licence with a satisfactory drivers record and access to a reliable vehicle for work.
- Must obtain a Satisfactory Police Record Check upon employment.

### WAGE:

The wage scale for this position is as per Schedule B Inside Workers of the Collective Agreement - Grade 5A – \$26.68-\$33.35 per hour.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [humanresources@cobourg.ca](mailto:humanresources@cobourg.ca) no later than **January 20, 2025 at 4:00PM**. Internal closing date for the role is January 10, 2025 at 4:00PM. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.