



Internal/External Job Posting Regular Full Time Non Union Position Property Administrator

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Encompassing approximately 6,800 square kilometers, the Grand River watershed has a population of almost one million people in 39 municipalities and two First Nations. Designated as a Canadian Heritage River, the Grand River and its major tributaries boast many outstanding human heritage features and excellent recreational opportunities. The GRCA is committed to environmental protection by delivering services that ensure the well-being of the environment and its inhabitants.

General Accountabilities

The Property Administrator is responsible for providing administrative support for Property Department projects and programs. Duties include: assisting with the administration of the residential, agricultural and cottage lot programs, including the preparation of lease and license renewals; monthly accruals and financial reporting; information, records and database management; responding to information requests; and preparing property related correspondence. This position reports to the Supervisor of Property Projects.

Specific Accountabilities

1. Working in conjunction with the Manger of Property and the Supervisor of Property Projects, ensure the timely negotiation and renegotiation of standard Lease and License Agreements concerning Authority lands.
2. Administer matters related to tenancy agreements for agricultural, residential, and cottage lot tenants including renewals, transfers, and evictions.
3. Represent the GRCA at the Landlord Tenant Board when necessary for the enforcement of tenancy agreements.
4. Prepare documents, reports and correspondence as related to the tenancy of GRCA lands.
5. Organize and maintain records and files, (both electronic and physical) related to all property matters.
6. Organize and maintain document and information management systems and databases for property landholdings, tenants, property assessment and property tax records, addresses and other property details.
7. Review property tax assessment information and process applications for property tax reductions and billings for property tax recovery.
8. Administer property financial transactions including billings, arrears collection, and collection of rental income.

9. Respond to routine inquiries in regard to property-related programs at the GRCA.
10. Track and initiate annual cycle of events for the Property Department.
11. Organize internal and external meetings and events including preparation and distribution of meeting agendas and minutes, booking facilities, catering and equipment. Attend meetings and events as required.

Technical Accountabilities

1. University degree or college diploma in real-estate, administration or related field/equivalent.
2. One to three years' related experience in an administrative support role.
3. Familiarity with Provincial legislation applicable to various aspects of real estate including the Real Estate Business Brokers Act, Commercial Tenancies Act and the Residential Tenancies Act.
4. Excellent written and verbal communication skills.
5. Highly organized with the ability to work in a fast paced environment.
6. Strong interpersonal skills and ability to deal with difficult situations. Candidate to have a strong focus on customer satisfaction and must be able to demonstrate tact and diplomacy in dealing with tenant concerns and members of the public.
7. Advanced computer skills including full knowledge and competency with Microsoft Office suite (i.e. MS Word, Outlook, Excel, Access and PowerPoint) and familiarity with database systems and analysis tools
8. Demonstrated ability in the use and interpretation of GIS mapping, orthoimagery and legal surveys
9. Working knowledge and experience with GIS software, preferably direct experience with ESRI ArcMap software.
10. Able to work independently and display a strong sense of initiative in organizing work (i.e. weekly, monthly, and annual procedures).
11. Demonstrated experience in file and document management with a high level of attention to detail.
12. Ability to organize, summarize and assist with the interpretation and analysis of data and information required to support projects in the Property Department.
13. Ability to exercise professional judgment and discretion in dealing with confidential information.
14. A valid driver's license.

The 2018 salary range for this position is Job Level E \$\$49,991.57 to \$60,822.39

GRCA offers a comprehensive group benefits package including health, dental, vision care, life and disability insurance, membership in the OMERS pension plan and a pass which entitles you to free entry into all GRCA conservation areas.

Approximate Start Date: March 2018

To Apply: Please send a resume and cover letter to careers@grandriver.ca in MS Word or PDF format and quote "Property Administrator" in the subject line.

Deadline for Applications: 4:00pm Wednesday February 28, 2018

We thank you for your interest, however only candidates under consideration will be contacted.

Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the Grand River Conservation Authority