



**INTERNAL / EXTERNAL POSTING  
Program and Policy Analyst  
Infrastructure Services Department**

Loyalist Township is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. The Corporation of Loyalist Township was formed in 1998 through the amalgamation of the former Township of Ernestown, the Township of Amherst Island and the Village of Bath.

Loyalist Township invites applications for the following permanent full-time position:

File No: LT-29-2019 Program and Policy Analyst  
Hours: 35 per week  
Rate: \$36.63 per hour  
Closing: June 10, 2019, 4:00 p.m.

This position is a permanent full-time position, covered by the CUPE Local 2150, Collective Agreement. A detailed job description is below. Please electronically submit your cover letter and résumé clearly indicating how your skills and experience are aligned with the position expectations and is marked with the file number to: [jobs@loyalist.ca](mailto:jobs@loyalist.ca). For more information regarding this position, including required qualifications, please refer to job description below or visit our website at [www.loyalist.ca](http://www.loyalist.ca) under the Employment section. As a condition of employment, the successful candidate must consent to a driver's record search and a Criminal Records Background Check (CPIC).

Loyalist Township is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted. If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100 between 8:30 a.m. – 4:30 p.m. or e-mail [info@loyalist.ca](mailto:info@loyalist.ca). The Township provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact the Human Resources Manager at [jobs@loyalist.ca](mailto:jobs@loyalist.ca).

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of the Municipal Act, RSO 1990, as amended, and will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1999, for employment purposes.

# **LOYALIST TOWNSHIP**

## **JOB DESCRIPTION**

**POSITION TITLE:** Program and Policy Analyst  
Infrastructure Services Department

**UPDATED:** April 10, 2019

**IMMEDIATE SUPERVISOR:** Director of Infrastructure Services

### **POSITION SUMMARY:**

Reporting to the Director of Infrastructure Services, this position will be responsible for maintaining, improving, and coordinating the Loyalist Township suite of infrastructure policies, by-laws, standards, and guidelines; and act as a departmental staff resource, assisting with the development of improvements to departmental service delivery.

### **QUALIFICATIONS**

#### **Education and Experience:**

The successful candidate:

- Will possess a diploma or degree in Public Administration or similar program from a recognized College or University.
- Has a minimum of six (6) years of progressive experience in infrastructure or policy development, preferably in a municipal setting. An equivalent combination of education and experience will be considered.
- Has general knowledge and understanding of the design and operation of municipal physical infrastructure networks and services, including water distribution and treatment, wastewater collection and treatment, waste management, and transportation.
- Has demonstrated experience working with project teams to develop and meet program objectives.
- Demonstrates superior written and oral communication skills.
- Will possess working knowledge of legislation such as the Municipal Act, Planning Act, the Environmental Assessment Act, the Drainage Act, the Ontario Water Resources Act, the Clean Water Act, Highway Traffic Act, and Occupational Health and Safety Act.
- Must possess a valid Ontario Class "G" driver's license.

In addition:

- Training in basic municipal engineering and operations would be considered an asset.

### **Skills, Knowledge and Abilities Required:**

- The position requires an ability to review and understand current practices, undertake an evaluation of any regulatory, fiscal, procurement, technical, and practical constraints and opportunities, and develop options for future service models. The service delivery models should conform to the objectives of the Strategic Plan, as amended by Council.
- Similarly, the position must have an ability to assist with the development of by-laws by researching current trends, having a basic understanding of the legal processes and municipal authority, and presenting draft documentation for review by supervisory and management staff.
- The position will be responsible for documenting the processes taken both with by-laws and with new service delivery models, and writing reports for Council's consideration, as requested.
- The position requires an ability to work both independently and to synthesize information from multiple individuals and sources.
- Demonstrated ability in using a variety of resources including the internet and MS Office suite products including Word, Excel, and PowerPoint.

### **DUTIES AND RESPONSIBILITIES**

Develop policies and service programs within the Infrastructure Services Department by:

- Reviewing and updating policies on a regular basis, as requested for the Infrastructure Services Department.
- Assisting with developing new service programs as directed by management, including the presentation of options for new service delivery for a broad range of services as provided by the Infrastructure Services Department, including comparisons with other municipalities, and researching any funding opportunities.
- Updating Township design and service standards, as directed, by regularly reviewing and updating the technical documentation as requested by management. This process will involve meeting with operations and engineering staff and developing a list of options for consideration. The review of any benefits of one product/solution over another will need to be researched and/or confirmed.
- Assisting, when directed, with the development and submission of grant applications.
- Preparing procurement documentation when requested.
- Assisting, on behalf of the department, with corporate service standards documentation, programming, etc.

### **Disclaimer:**

Because of the changing nature of work and work to be done, the job description indicates the general nature and level of work expected of the incumbent. Incumbent may be asked to perform other duties, as required.