

King is Hiring
Licensing and Public Services Coordinator
(Contract 10-month: February 1, 2026 – November 30, 2026)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Deputy Clerk, the Licensing and Public Services Coordinator is responsible for the following:

- Issues marriage licences and organizes, prepares, and performs civil marriage ceremonies.
- Administers the Nobleton Community Cemetery including the sale of lots/plots, monument installations, interments, conducting site visits and cemetery research, and completes the annual reporting to the Bereavement Authority of Ontario ("BAO").
- Creates and circulates Planning Notices pursuant to the legislated requirements of the *Planning Act*.
- Prepares and submits Ontario Land Tribunal ("OLT") municipal appeal packages.
- Prepares and submits Official Plan Amendment packages for approval by the Region of York.
- Prepares Heritage Act notices and by-laws in accordance with the Heritage Act and assists with related staff reports and correspondences.
- Orders and distributes property identification green address signs and administers the Emily 911 Farm Sign program.
- Works to bring property owners into compliance with the Township's addressing by-law.
- Assigns municipal addressing for new residential and commercial developments after consultation with respective developer and Ward Councillor; processes any corrections or changes to municipal addressing as outlined by Municipal Addressing Policy; circulates municipal address information to required agencies and municipal staff.
- Maintains inventory of street names and processes requests for street naming.
- Processes and issues annual Kennel and Doggie Daycare licence renewals, including following up with Vaughan animal control staff to address issues as required.
- Issues film permits and coordinates with various internal departments to identify any concerns or comments prior to filming.
- Issues road occupancy permits and coordinates with applicants, external agencies, and internal departments to identify any concerns or conflicts with the application.
- Coordinates large scale event permit applications with applicants, external agencies and internal departments and assists Township Clerk with issuing large scale event permits.
- Issues noise exemption permits and coordinates with applicants, external agencies, and internal departments to identify any concerns or comments with the application.
- Assumes an active role in preparing for the municipal election every four (4) years, including attendance at all advance polls and Election Day locations.
- Acts as Commissioner of Oaths for Affidavits and Statutory Declarations.
- Maintains death registry and vital statistics records.
- Provides back up support for other positions within the Clerks Division regarding their respective duties and responsibilities, when required.
- Assists the public with inquiries, which include municipal property assessment inquiries, Council minutes and reports, and queries about the municipality's various programs and infrastructure.
- Prepares correspondence, municipal forms, policies, and reports.
- Updates all departmental policies and procedures.
- Coordinates and works to ensure that physical and electronic records and information are retained, archived,

or disposed of in accordance with established procedures, records management policy and legislation.

- Delivers exceptional customer service with respect to providing accurate information to service providers, the public and/or staff to address a variety of inquiries.
- Assists with gathering, writing, editing and proofreading website content to ensure consistent and accurate information is maintained online.
- Assists other Departments as required, with approval of Township Clerk.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Post-secondary College Diploma (i.e. Public or Business Administration).
- Five (5) years administrative experience or three (3) plus years' experience working in a municipal environment.
- Exemplary customer service, interpersonal and communication skills.
- Knowledge of basic budget principles and practices.
- Strong writing, research, analytical and project management skills.
- Sound judgement and political acumen to handle contentious, sensitive, and confidential matters.
- Strong attention to detail and accuracy.
- Excellent organizational, time management and problem-solving skills with the ability to coordinate multiple tasks efficiently and on schedule.
- Computer/word processing with accurate keyboarding skills.
- Website content review and editing experience an asset.
- Advanced knowledge of computer applications (Word, Excel, PowerPoint, Adobe, Internet, and Outlook); Laserfiche experience would be an asset.
- Proactive thinking and ability to work as part of a team.
- Work involves matters relating to all aspects of Municipal government, as well as many aspects of the relationship between the municipality and Regional Government.
- Excellent knowledge of many aspects of various pieces of Provincial Legislation including the Planning Act, Municipal Act, Heritage Act, Municipal Elections Act, Marriage Act, and the Funeral, Burial and Cremation Services Act and several municipal by-laws.
- Must be able to communicate with the public in an efficient, diplomatic, and pleasant manner.

Conditions of Employment:

- Required to work unsupervised under the general supervision of the Township Clerk in an office environment involving mental and visual concentration with frequent interruptions.
- Must be comfortable working/sitting for extended periods within a fixed workstation in an open office environment.
- Valid "G" driver's license in good standing and access to a reliable vehicle to use on corporate business as required.
- Ability, flexibility to work outside regular office hours as may be required.
- Must be legally authorized to work in Canada.

Wage Rate: \$39.14/hourly

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on November 17, 2025**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.



Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.