



Intergovernmental Affairs Specialist

Temporary Full-Time

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Posted: Thursday, June 13, 2024

Job Number: TN-24-03

Job Type: Temporary Full-time, Up to 18 Months, Non-Union

Position Closing Date: Thursday, July 4, 2024, at 11:59pm

Choose Barrie

The City of Barrie is a vibrant, progressive, and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us.

Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands, and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life.

Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging, and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.

The Opportunity

Access Barrie combines customer service, marketing and communications, and transit and parking strategy. This strategic portfolio reflects the importance and need for the City to easily and efficiently connect the people who live and work in Barrie to the people, places, services and information that matters to them. Marketing and Communications work closely with staff from all departments, the Mayor, CAO and City Council to develop corporate communications plans and marketing strategies in support of City initiatives, programs and services.

Responsible for planning and executing government and business relations activities and initiatives to support the Mayor, Members of Council, and Executive Management Team (EMT). The Specialist will partner and liaise with all levels of Government (international, federal, provincial, and municipal), along with other public and private sector organizations to develop positive intergovernmental relations and raise the profile of the City of Barrie.

Our Culture and Qualifications of the Job

Corporate Culture: Your workplace values align with our corporate values of ***Strive, Share and Care*** and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community

Education (degree/diploma/certifications)

- Four (4) year University Degree in Political Science, Public Administration, Business Administration or related field of study

Don't meet the credentials as outlined but have years of directly related experience? Please see the City's **Education Equivalency Policy** to determine if you may qualify for equivalency. Further information is available at www.barrie.ca/government-news/jobs

- Position Equivalency Code: F

Experience

- Five (5) years of experience performing duties related to the above mentioned major responsibilities
- Demonstrated experience in government, business & public relations, with a proven track record of advocacy success
- Demonstrated experience interacting with, providing advice and guidance to, and facilitating meetings for, elected officials, senior and professional audiences.

Knowledge/Skill/Ability

- General knowledge of the following principles and standards: Intergovernmental and indigenous relations issues, trends and developments
- Working knowledge of the following principles and standards: federal and provincial legislative processes, advocacy, governmental affairs, legislation, policy/practice, political landscapes & trends at all levels of government
- Thorough knowledge of the following principles and standards: Municipal government functions and priorities
- Demonstrated Ability to:
 - Establish and maintain relationships with individuals at all levels of the organization, with other levels of government and key stakeholders (e.g. AMO and FCM).
 - Manage multiple projects against tight timelines
 - Network and build relationships at all levels of an organization
- Intermediate skills include: Analytical; Multitasking; Organizational; Time Management
- Advanced skills include: Collaboration; Facilitation; Interpersonal; Negotiation; Project Management; Research; Verbal Communication; Written Communication
- Intermediate computer literacy using the following systems and software: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams, Notes)
- Availability to attend evening/weekend meetings or to work outside of designated normal hours per week

Conditions of Employment

- Valid Ontario Class "G" Driver's Licence in good standing with a reliable vehicle for use on corporate business
- Satisfactory Criminal Record Check*

*Please note that this is a requirement for any new employees to the City of Barrie in accordance with the **Police Record Check Procedure**. Existing employees who have met this criteria will be exempt from this requirement.

Other Important Information

Location: City Hall, 70 Collier Street, Barrie, Ontario

Hours: The normal hours of work are 35 hours per week; however, some non-standard hours may apply.

Wage: This is a temporary full-time non-union position with the following pay level and 2024 pay range:

- Pay Level: Level 11
- Yearly Salary: \$78,588.06 to \$105,325.33

- Hourly Pay Rate: \$43.18 to \$57.87

Benefits: This position includes health and dental benefits, optional enrollment in the OMERS Primary Pension plan, prorated paid sick time based on the expected duration of employment, and prorated vacation time based on calendar year and in accordance with the *Employment Standards Act*.

How to Apply: Click the '**Apply Now**' button at the top and/or bottom of the job posting to start the application process. Please note that emailed applications will not be considered.

The City of Barrie is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness and welcomes applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

The job posting has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties and responsibilities required of employees to do this job. For full position details, please request a copy of the job description by emailing HR.Recruitment@barrie.ca.

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