



## **Planning Administrative Assistant**

Permanent, Full-Time

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

### **Position Summary:**

Reporting to the Planner, the Planning Administrative Assistant assists primarily with providing general information on planning applications, planning processes, zoning inquiries and circulations relating to the Township's Planning department. This position also supports staff with municipal record searches and administrative duties associated with development applications, including meeting preparation, circulation of public notices, issuing building/zoning compliance letters and undertaking administrative record keeping of by-law updates. Occasional drafting of procedures and publishing content for checklists and forms, website, digital media and brochures.

### **Main Duties & Responsibilities:**

- Reviews and prepares municipal record searches (i.e., building/zoning compliance letters, FOI requests) upon request from external clients such as law offices, planning consultants, property owners, etc. through research of digital and physical property information files
- Serves as the technical liaison and responds to inquiries from developers, investors, the public, municipal departments, local municipalities, County and Provincial departments, etc. regarding a broad range of planning and land use related matters such as general regulations related to development within the municipality, active files and development activities, and information on policy, applications, processes and planning matters
- Accepts and reviews Planning Act applications, ensuring that files are opened, processed and catalogued expeditiously
- Acts as the Recording Secretary for the Committee of Adjustment regarding the administrative requirements of the Committee. Responsibilities include circulation of all necessary notices, providing guidance to applicants throughout the application stage, and transcribing Committee minutes
- Maintains information on the municipal website as it relates to the Planning Department, including ensuring current planning documents are available (i.e. zoning by-laws, Official Plan, Planning Act application forms, etc.). Posts updated legislative notices as they relate to the Planning Act to the website.
- Responsible for records management of all departmental records and correspondence
- Prepares, circulates, and files circulation notices to the public, internal departments and external agencies. Receives and files all comment requests and submissions related to Planning Act circulations
- Assists the Building Administrative Assistant with customers as required including answering phones, emails, and assisting the public in person at the counter.

**Qualifications, Skills, & Abilities:**

- Completion of, or enrollment in, post secondary education in Planning, Geography or related field or equivalent combination of training, education and work experience
- Eligibility for membership with Canadian Association of Certified Planning Technicians and the Ontario Association of Consent Authorities an asset
- Minimum 1-year related experience in municipal planning department or consulting firm
- Municipal Administration Program or the Primer on Planning (AMCTO) an asset
- Working knowledge of TOMRMS (The Ontario Municipal Records Management System) an asset
- Knowledge of the Committee of Adjustment process, municipal administration process, particularly planning administration and of the Planning Act, Official Plans, and zoning by-laws
- Ability to communicate effectively, professionally, and courteously with staff, various government agencies, elected officials, solicitors, real estate agents, land developers, investors, architects, engineers and the public
- Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines
- Exercise discretion when handling confidential information
- Technological proficiency in Windows and Microsoft applications. Knowledge of and proficiency in ESRI ArcGIS applications, Bluebeam and Cloudpermit preferred
- Possess a high level of initiative and ability to work individually, as well as part of a team
- Excellent analytical, communication, conflict resolution, customer service and organizational skills
- Ability to work after hours to attend Committee meetings as required

Annual Salary Range: \$42,235 – \$52,794 (2023 rate) – under review. Based on 35-hour workweek.

The Township offers a comprehensive benefits package, enrollment to OMERS pension plan, Employee & Family Assistance Program, paid personal and sick days.

Qualified candidates are requested to forward their resume and cover letter to [HR@adjtos.ca](mailto:HR@adjtos.ca) with “Planning Admin Assistant” in the subject line. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

*The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.*