



Job Title:	Administrative Assistant – Planning (Full-Time 37.5 hrs per week)
Last Revised:	August 2024
Department:	Building, By-law & Planning Services
Reports to:	Director of Building, By-law & Planning Services

PURPOSE OF THE POSITION:

The Administrative Assistant – Planning acts as first point of contact for the Department answering general information regarding planning related enquiries. Responsible for providing administrative assistance to the Building, By-law & Planning Services Department including, but not limited to, preliminary processing of all planning related applications and file preparation for severances, zoning By-law amendments, minor variances, Official Plan amendments, subdivision & site plan applications, as well as maintenance of the department’s documentation and communication with other agencies for planning applications and inquiries.

KEY DUTIES AND RESPONSIBILITIES:

- Provides administrative assistance to the Building, By-law & Planning Services Department.
- Maintains effective and co-operative liaison with other department staff and deals with all contacts in a courteous, friendly, and efficient manner to always promote a high standard of customer service and public relations.
- Receives and processes planning applications for completeness and compliance with applicable law
- Assists applicants in their understanding of the planning application processes and standard requirements for severances, zoning By-law amendments, minor variances, Official Plan amendments, subdivision & site plan applications.
- Prepares appropriate circulation lists or newspaper/website advertisements for planning applications and ensures that proper notices are forwarded within the specified time frames under the Planning Act.
- Schedule and co-ordinate meetings with contractors and developers for the Department.
- Completes site inspections, when necessary, of any property that is the subject of planning applications.
- Resource person for all severance and subdivision inquiries and applications and liaise with Upper-tier Municipality.
- Ensure documentation within each application file is completed prior to review by Upper-tier Municipality.
- Provides liaison between developers, owners, agents, all agencies, and the Director.
- Responsible for co-ordinating, tracking and updating all planning applications in computer system.

- Prepare correspondence, reports and resolutions to the Director of Building, By-law & Planning Services for submission to Council, administration, or other agencies, as required.
- Key staff resource to the Director and CAO, and Committee of Adjustment on planning matters which may involve the preparation of agendas, minutes and staff reports.
- Updating the GIS system for all Severances, Zoning Amendments, and other changes.
- Assist updating the schedules for the Comprehensive Zoning By-law.
- In the absence of the Director, ensures that matters of an urgent nature are dealt with by the appropriate staff, and that the Director is kept informed of corporate and governance issues, if possible.
- Perform other related duties as assigned by the Director of Building, By-law & Planning Services when required.

POSITION QUALIFICATIONS:

- Minimum of a secondary school diploma (grade 12) or equivalent.
- Minimum of two (2) years' administrative, planning, or equivalent experience, preferably in a municipal setting.
- Ability to work as part of a team, manage time effectively in order to work on a number of projects and tasks simultaneously, and prioritizing accordingly.
- Experience in a municipal environment preferred with a working knowledge of the administrative requirements of the planning and building regulations.
- Familiarity with Ontario Building Code Act, Ontario Building Code, Planning Act, municipal zoning by-laws and other legislations pertaining to Building, By-law & Planning is considered an asset.
- Ability to interact effectively and courteously with all levels of staff and contacts in a customer service focused environment; build cooperative, collaborative working relationships with internal and external customers.
- Knowledge of computer software such as Microsoft Office, GIS, Vadim, etc.

OTHER REQUIREMENTS:

- Willingness to work flexible hours as required including some evenings.
- Constant internal and external deadlines with peak period demands and constant deadlines for providing notices to the public.
- It is not unusual to have significant issues arise unexpectedly requiring immediate turn-around times by senior staff.
- Must be able to work with minimal supervision.
- French and English oral and written.
- Must provide a current Police Record Check.

The forgoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all of the work requirements of the position.

ACCESSIBILITY:

The Township of North Glengarry is committed to providing quality goods and service that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals' are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs.