



Employment Opportunity:

Secretary-Treasurer to the Committee of Adjustment/Planning Assistant

Reporting to the Director of Engineering and Development Services (Administrative) and Manager of Planning (Technical), the Secretary-Treasurer to the Committee of Adjustment/Planning Assistant is responsible for administering all aspects of the operation of the Committee of Adjustment, including statutory responsibilities and training of new members. The position will also be required to provide administrative support to the Director of Development and Engineering Services and Planning Department staff.

The City of Thorold invites you to submit your resume if you have:

- University degree in Planning or a related field
- Minimum of two (2) years of municipal experience in planning
- Must have thorough knowledge to review and advise on Committee of Adjustment applications and understand the application process
- Member of eligibility to obtain a membership in Ontario Association of Committees of Adjustment & Consent Authorities (OACA), would be an asset
- Strong time-management and organizational skills with a keen sense for accuracy and attention to detail

The salary range for this position is \$50,869 – \$53,417 and includes a comprehensive benefit package. A job description for this position is available on the City's website at www.thorold.com.

Interested candidates are invited to submit their detailed resume to Donna Delvecchio, City Clerk at clerk@thorold.com no later than Sunday, June 25, 2017. **Only those applicants selected for an interview will be contacted.**

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.