

# Committee of Adjustment Clerk

## Community Planning Department

### Working for the City of Burlington

A great career is closer than you think. Come work for the City of Burlington, where you'll be joining an innovative and progressive workplace focused on building a 21st century city that respects the diversity of our residents, visitors and employees; and prioritizes continuous opportunities for you to learn and grow.

We don't just spend time attracting the best talent. We spend time and resources to keep the best talent. This may include: flexible working hours, mobile and hybrid working arrangements, a great pension and benefits package, as well as programs to foster innovation and leadership.

### Job Number

CP-120-22

### Employee Group

Non-Union

### Employment Status

Full Time Permanent

### Location

This position is temporarily working remotely due to COVID-19 for an undetermined period. Once our offices re-open you will be based out of City Hall. This position may be eligible for a hybrid working arrangement. Work location is subject to change at the discretion of the City due to operational demands.

### Position Overview

This position is responsible for providing support for all aspects of the operation of the Committee of Adjustment with regards to applications for minor variance and consent to sever and expansions to legal non-conforming uses, in accordance with legislation.

### Responsibilities

The Committee of Adjustment Clerk is responsible for:

- Preparing and distributing agendas. Attends Committee of Adjustment and provides technical support when required.
- Providing the following services related to Committee needs, in coordination with the Chair and the Secretary Treasurer:
  - Providing information on the Committee's agenda to contacts.
  - Advising, consulting and liaising with applicants on process, prior to submission of applications to the Committee of Adjustment and receiving, reviewing and verifying formal applications to the Committee.
  - Working with Secretary Treasurer to maintain Committee of Adjustment files and records. Distributing applications to staff. Maintaining and updating corporate system databases for minor variances and consents.

*We thank all applicants and advise that only those to be interviewed will be contacted.*

[www.burlington.ca](http://www.burlington.ca)



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- May handle confidential matters regarding land purchases or legal issues affecting assets, records or liabilities of the municipality, as well as identified confidential matters.
- Preparing mailing lists, key maps, Notice of Hearings and Notice of Applications for minor variances and consent applications for the Committee of Adjustment. Distribute notices to mailing lists and information packages to Council and Committee members.
- Clear Committee of Adjustment conditions to determine closure or lapsing decisions.
- Providing back-up to the Secretary Treasurer during absences.
- Commissioner of Oaths for City of Burlington business.
- Preparing circulations relating to all planning applications including, but not limited to, public notices, request for comments, neighbourhood meetings, and committee of adjustment.
- Updating the corporate website for the Committee of Adjustment.
- Maintaining and coordinating distribution of the Zoning By-law and its amendments.
- Updating and maintaining all planning development application forms, application fee schedule and other form letters and documents.

**Requirements**

You have a high school diploma. Post secondary education in Planning or a related field is strongly preferred. Completion of or enrollment in the Municipal Administration Program of the AMCTO and OACA Municipal Primer on Planning is an asset. You also have at least one year of municipal experience, preferably in land use planning or zoning administration. You possess strong customer service, communication, computer and organizational skills.

**Additional Information:**

All City of Burlington staff are required to be fully vaccinated as a condition of hire in accordance with the City’s COVID-19 Staff Vaccination Policy. To learn more about the policy, please click on the following link: <<https://www.burlington.ca/en/your-city/career-opportunities.asp>>

**Salary Range**

\$58,180 - \$72,725 (Grade 7 – Under Review)

**Posting Close Date**

May 19, 2022

**How to Apply**

To apply, please visit [www.burlington.ca/careers](http://www.burlington.ca/careers) and click on “View Jobs”. Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

**Accommodations**

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Burlington accommodates the individual needs of applicants with disabilities within the recruitment process. Please call us at 905-335-7602 or email us at: [hr@burlington.ca](mailto:hr@burlington.ca) if you require accommodation to ensure your equal participation in the recruitment and selection process.

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