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| Posting Id | 2573 |
| Department | Planning and Building Services Department |
| Division | Development Planning |
| Rate of Pay | \$84,448.00 - \$96,283.00 Annual |
| Job Type | Permanent Full Time |
| Replacement/New Position | New Hire |
| Posting Type | Internal and External |
| Posting Date | 05/02/2024 |
| Application Deadline | 05/16/2024 |

Secretary/Treasurer – Committee of Adjustment

Position Summary

Reporting to the Manager, Development Zoning, the Secretary/Treasurer - Committee of Adjustment will provide strong leadership and expert guidance to the Committee of Adjustment by following the City's core values of Care, Collaboration, Courage, and Service. Under management direction, you will provide supervision, and co-ordinate daily sectional activities. You will fulfill all statutory requirements under the Planning Act and applicable Ontario Regulations, as well as other relevant legislation to administer the Committee of Adjustment function.

Key Duties and Responsibilities

- Oversee and provide advice to the Committee in the performance of their duties and assist the general public through the minor variance and consent processes
- Review and process Committee of Adjustment applications for completion, accuracy and process associated payments
- Attend and Schedule Committee of Adjustment meetings, meeting preparation and taking/preparation of minutes at each Committee meeting
- Coordinate and oversee the work of the Assistant Secretary –Treasurer
- Provide administrative advice to senior management on Committee of Adjustment matters
- Draft correspondence, notices and staff reports (as required)
- Process information requests from public, staff and outside agencies related to Committee of Adjustment matters and applications
- Conduct research as required to prepare for meetings
- Respond to related enquiries from the Committee and members of the public and set up meetings with staff and public as may be required;
- Facilitate regular internal meetings with City staff to discuss applications prior to placing them on the Committee agendas
- Process Ontario Land Tribunal appeals
- Commission documents as a City Commissioner of Oaths
- Ensure the Committee of Adjustment webpage is up-to-date with agendas, staff reports and minutes and ensure livestreaming of Committee meetings

Education and Experience

- Degree or Diploma in Planning, Public Administration or related program
- Completion of the OACA “Primer on Planning” and ACST designation (Accredited Secretary/Treasurer) is required
- Membership with the Ontario Association of Committees of Adjustment and Consent Authorities (OACA) is required
- 5 years related experience with the Committee of Adjustment

Required Skills/Knowledge

- Proficient in Microsoft Office Suite, PALIS, OnPoint, Atrium, Municipal Connect, Adobe, ABC Docs
- Working knowledge of statutory requirements surrounding the Committee of Adjustment, including the Planning Act, SPPA, Conflict of Interest Act, MFIPPA
- Familiarity with Robert’s Rules of Order is an asset
- Demonstrated experience in a supervisory capacity is an asset
- Possess a valid Ontario Class "G" Driver's License and have access to a vehicle for use on corporate business (mileage compensated) and you will be required to provide proof of valid vehicle insurance upon hire
- Attendance at Committee of Adjustment meetings after regular business hours
- Ensures that objectives and accountabilities are clearly communicated within the department and to other City Departments
- Demonstrates strong written and verbal communication skills
- Possesses strong customer service skills
- Ability to meet tight deadlines and possess strong skills in attention to detail and time management
- Demonstrates and encourages excellent listening skills and is open to different points of view
- Demonstrates and encourages perseverance and resilience in difficult times

- Encourages innovative thinking and new ideas and manages organizational change through strong leadership and communication skills
- Empowers staff to support a culture of learning, mentoring, and sharing
- Demonstrate the City's corporate values of care, collaboration, courage and service

Leadership Competencies

- Builds people and culture
- Cultivates open communication
- Demonstrates personal leadership
- Navigates and leads through complexity and change
- Shapes the future

To apply:

Please visit the City of Richmond Hill Career website at <https://jobs.richmondhill.ca/job-invite/2573/> referencing the Posting ID – 2572. Application deadline is May 16, 2024, at 11:59 PM.

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.