



**The Corporation of the City of Sarnia
Community Development Services & Standards
Department**

requires a

Planning Technician/Administrator

Job Summary:

Reporting to the Planning Manager, this position is responsible for performing the duties of Secretary-Treasurer to the Committee of Adjustment; providing business and administrative support to the Director of Community Development Services and Standards, Planning Manager and Building Supervisor; tracking and supporting the financial administration of the Department; and providing the daily administrative and customer service functions for the Department.

[A complete job description is available from Human Resources]

Qualifications:

- A College Diploma in Planning or related program plus three (3) to six (6) months of related experience; or equivalent combination of education, training and experience.

Related work experience to include demonstrated competencies in:

- Excellent organizational and administration skills with the ability to meet deadlines and multi-task in a busy office environment.
- Superior verbal communication and customer service skills including the ability to communicate with customers and answer questions and complaints in a highly professional and competent manner.
- Experienced in taking accurate and complete meeting minutes.
- Intermediate skills in Microsoft Office applications (Outlook, Word, Excel and Access).
- Ability to exercise discretion in handling confidential information
- Excellent keyboarding, proof reading and data entry skills with an emphasis on accuracy.
- Working independently and within a team environment.
- Knowledge and experience working in Municipal Government, community organizations, provincial and/or federal government agencies would be regarded as an asset.

Salary Range: \$22.06-\$33.94/hour

Closing Date: January 20, 2019

Union: This position is represented by CUPE Local 3690

***Please note that testing may form part of the recruitment process.**

Qualified applicants are invited to submit a resume in confidence to hr@sarnia.ca indicating "2018-073 – Planning Technician/Administrator".

The City of Sarnia is an inclusive and equitable Corporation that encourages applications from qualified individuals of all genders, persons with disabilities, members of visible minorities and Aboriginal persons. Appropriate accommodations will be provided upon request throughout the hiring process as required by the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Information received relating to accommodation and diversity will be addressed confidentially.

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