



outside the ordinary

**Secretary Treasurer Committee of Adjustment
Infrastructure & Planning Services/Planning Development & Urban Design
File # 24-P-09**

Located on the Trent-Severn Waterway in the heart of the Kawartha tourism region, Peterborough is a unique community known for its exceptional quality of life and beautiful setting. Peterborough has it all – a multitude of recreational opportunities, a diverse industrial, commercial and agricultural base, quality health care and excellent schools – including two outstanding post-secondary institutions. Peterborough is just one hour from the Greater Toronto area.

Job Details

The Secretary Treasurer will be responsible for coordinating the function of and preparing documents for the Committee of Adjustment in accordance with applicable legislation. Coordinate applications, circulate materials to commenting agencies and departments, schedule and set agendas for hearing meetings, attend meetings, compose minutes and reports. Maintain all records of the Committee of Adjustment (paper and electronic) as required by legislation. Provide back-up administrative support and reception for the Planning, Development and Urban Design Division.

Qualifications

Knowledge and experience normally associated with completion of a completion of a post-secondary diploma in Planning, Public Administration, Political Science or related field with courses in Land Use Planning, Municipal Law, Administration or Zoning. Thorough knowledge of current legislation, by-laws and procedures in the planning process gained through two to five years' experience working in a municipal legislative, real estate or planning environment. Experience as a Secretary-Treasurer, or with Advisory Committees of Council or those involved in the day-to-day process for a Committee of Adjustment is preferred. Membership in the Ontario Association of Committees of Adjustment, completion, or enrolment in the AMCTO's Municipal Administration Program and/or Municipal Primer on Planning Course is an asset.

Proven communication skills (verbal, written). Must have excellent analytical, problem solving, administrative and research skills. Requires advanced level of proficiency in spreadsheet (EXCEL), database, and word processing software in a windows and/or cloud-based environment, Adobe Acrobat Pro, PDF checker software (PAC 2021) and PDF accessibility remediation with the ability and drive to become proficient in AMANDA, File Nexus (document management software), ESCRIBE (electronic agenda building software), iCreate (website editing and content management) and other software. Knowledge of Web Content Accessibility Guidelines (WCAG) 2.0, PDF/UA standard for accessible PDF technology and screen reading software would be an asset. Must have well-developed interpersonal, customer service and communication skills (verbal and written) and the ability to interpret and explain legislation.

The incumbent must demonstrate attention to accuracy and detail, in a time sensitive environment, possess excellent organizational and time management skills and ability to prioritize workload, while working independently, in a fast-paced environment with competing demands. Must be able to maintain confidentiality and exercise discretion in responding to inquiries

Salary

\$61,016.85

Application Information

Qualified applicants are invited to submit 1 file containing a résumé and cover letter (ensure your name is in the title of the document), quoting file number 24-P-09 on the file as well as in the subject line, no later than 12:00 p.m. on **April 10, 2024**, to:

City of Peterborough, People & Culture Division, City Hall, 500 George Street North, Peterborough, Ontario K9H 3R9. Fax: (705) 742-7021 recruiting@peterborough.ca

The City of Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the City's goods, services and facilities. If contacted for an employment opportunity, please advise People & Culture if you require an accommodation.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.

www.peterborough.ca/jobs