



100 John West Way  
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L4G 6J1  
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[www.aurora.ca](http://www.aurora.ca)

TOWN OF AURORA

## **EMPLOYMENT OPPORTUNITIES**

Division of Human Resources

# **Secretary/Treasurer to Committee of Adjustment/Assistant Planner**

**Full-Time, Permanent**  
**\$62,763 to \$77,027 annually**

Reporting to the Senior Planner, you will be responsible as the Secretary/Treasurer to the Town's Committee of Adjustment with overall responsibility in receiving and reviewing applications, scheduling hearings and providing information on past practice/precedents. You will ensure the Notice of Meetings' agendas; minutes, decisions and other correspondence are circulated. In addition, you will prepare assigned Statutory Notice and/or circulation/submission requirements related to the Planning Act process and other related correspondence, associated liaison, meeting attendance and other administrative duties as required.

As the Assistant Planner you will provide general information and assistance on various Planning Applications and processes including the review and processing of minor planning applications such as site plan exemptions; prepare background research and data analysis. You will also assist the Planning Division with planning policy matters and special projects, as assigned.

To be considered for this position, you will have a university degree in planning or a related field and thorough knowledge of the Planning Act (Ontario) and the LPAT processes. You will have 3 years of related experience in a municipal setting or a consulting environment. You also have a strong knowledge and understanding of municipal planning processes and documentation. Proficiency with MS Office applications and excellent organization, report writing, record keeping and communication skills are required, as is the ability to deal courteously and effectively with the public, other departments/agencies/levels of government, developers, solicitors and consultants. Availability to attend evening meetings, is required. You will hold a valid class "G" license in good standing and have a reliable vehicle to use on Town business. Eligibility for membership with the Canadian Institute of Planners is preferred, and eligibility for associate membership with the Association of Municipal Clerks and Treasurers of Ontario and the Association of Consent Authorities would be an asset.

### **Police Criminal Record Check**

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: [hr@aurora.ca](mailto:hr@aurora.ca) by **December 20, 2019** quoting reference number **19-91**.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager, Human Resources at 905-727-3123.