

**CITIZENS FIRST THROUGH SERVICE EXCELLENCE**

*We have an exciting **Full-time Unionized** opportunity in the **Office of the City Clerk** for an experienced and motivated individual*

**Development Services Administrative Coordinator  
(J1122-0131)**

Vaughan is a city on the move. With a downtown core rising from the ground – the Vaughan Metropolitan Centre, a state-of-the-art hospital opened its doors in 2021 – the Cortellucci Vaughan Hospital, and a bustling subway, exciting projects are transforming the community. Be a part of something amazing and build your career at the City of Vaughan.

The City of Vaughan is an equal opportunity employer serving one of the fastest-growing municipalities in Canada, we are an organization committed to diversity and inclusivity, providing a thriving work environment, excellent benefits, learning and growth opportunities and a place where collaboration and teamwork are fostered. As one of the [Greater Toronto's Top Employers for 2022](#), we continuously employ workplace best-practices – and they're getting noticed! Excellence demands brilliant personalities, visionary thinking and a passion for public service. Vaughan is your place to grow.

Under the general direction of the Manager of Development Services & Secretary Treasurer to the Committee of Adjustment, the Development Services Administrative Coordinator is responsible for:

- Processing subdivision and condominium proposals from approved agreement stage to registration of plan(s), and processing development and site plan agreements.
- Processing Council's directives respecting road closures/name changes/dedication and prepares draft by-laws and Council Committee items on road renaming/opening/closing.
- Processing the issuance of all statutory public notices required under the Planning Act.
- Coordinating the processing of applications (from submission stage to completion, including the attendance of Committee of Adjustment hearings) for Minor Variance, Legal Non-Conforming Use, Consent and Validation of Title applications adhering to the Committee of Adjustment Procedural By-law, developed internal processes and all statutory requirements under the Planning Act, Ontario Land Tribunal Act, Statutory Powers and Procedures Act, the Municipal Conflict of Interest Act and the Municipal Act, including all prescribed regulations.
- Processing of all appeals to the Ontario Land Tribunal.
- Maintaining all records and files.
- Commissioning documents in accordance with the Commissioners for Taking Affidavits Act.
- Liaising with all pertinent parties and responds to enquiries.

*Qualifications and experience:*

- A three (3) year Community College Diploma in Planning Technology, Legal Administration, Public Administration or suitable equivalent of education and experience.
- Minimum of three (3) years' related municipal experience.
- Working knowledge of planning processes governed by the Ontario Planning Act, including, subdivision agreements, Official Plans, zoning by-laws, Committee of Adjustment (Consent and Minor Variance), Land Titles and Registry Office procedures and by-law processes.
- A team player with strong customer service, communication and organizational skills.
- Ability to meet tight deadlines and possess strong attention to detail skills.
- Ability to read and interpret site drawings, surveys, architectural plans and legal descriptions.
- Working knowledge of computer applications required for the job function (i.e. AMANDA, Versatile, Vaughan Maps, MPAC MunicipalCONNECT, Outlook, Word, Excel, etc.).
- Knowledge of, and demonstrated ability in, the City's core competencies and relevant functional competencies.
- Membership with the Ontario Association of Committees of Adjustment and Consent Authorities (OACA) is preferred

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please [visit our website](#) to apply online by **November 24, 2022**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions. The City of Vaughan has implemented a [mandatory vaccine policy](#) for all its employees. The City will comply with its human rights obligations, make exceptions for applicable medical conditions and accommodate employees legally entitled to accommodation.

*The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*