



Planning Coordinator and Secretary Treasurer Committee of Adjustment

(Job # 2024-033-IE)

| | |
|--------------------------------|-----------------------------------|
| Department: | Development Services |
| Status: | Full Time, Permanent |
| Date Posted: | Friday, March 15th |
| Date Closing: | Friday, March 29th, 4:30pm |
| Number of Positions: | 1 |
| Scheduled Hours/Shifts: | 35 hours per week |
| Salary: | \$ 71,804.79 - \$87,361.51 |

WHY Stouffville:

Working for the Town of Stouffville means being a part of a tight knit workforce, where we foster a sense of belonging. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

Every day the Development Planning department strives to make a difference in the Town of Stouffville and in the world of development planning. This pivotal role will support the team and Stouffville residents in breaking ground to forge into the future in support of the Mayor's housing pledge. The Town's ambitious development goals are only superseded by the team's passion and grit in being each other's biggest cheerleaders, being open minded and guiding each other through mentorship and collaboration. This role will not only provide the team with support but will also support the Committee of Adjustment process by ensuring efficiency and accuracy to residents, staff and Committee of Adjustment members.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

This role is responsible for the administrative and operational support of the Development Planning Division, together with the overall administration and support of the Committee of Adjustment.

The importance of a Planning Coordinator is critical to the department's success moving forward. Development Services has been impacted by the population growth, and the volume of Development Activity. Reporting to the Manager of Development Planning, the Planning Coordinator role would be responsible for the coordination of administrative functions, activities and processes related to Development Planning.

As the Secretary-Treasurer, this position would be responsible for the administration of the Committee of Adjustment process and functions and hearings, and assisting staff and applicants through the minor variance and consent processes.

Qualifications and Requirements:

- Undergraduate University Degree or College Diploma in Planning, Business/Public Administration or related discipline
- Three (3) to Four (4) years preferably municipal experience, with a knowledge of municipal planning functions and Committee of Adjustment functions
- Completion of the Ontario Association of Committees of Adjustment and Consent Authorities (OACA) “Primer on Planning” course preferred
- Certification/membership in, or eligibility for membership in, AMCTO, OPPI, CACPT, and/or OACA would be an asset
- Training in or familiarity with Robert’s Rules of Order
- Good Knowledge of the Planning Act particularly Sections 45 and 53 of the Planning Act, Provincial, Regional and Local Planning documents
- Understanding and knowledge to read and interpret Zoning By-laws
- Ability to read and interpret property surveys and reference plans, architectural drawings, site plan drawings and associated documents
- Working knowledge of executive clerical/administrative processes and protocol, records management practices, general office equipment operation, customer/public relations principles in a service-excellence environment; general knowledge of government functions/services, organizational/governance structures; and legislative/regulatory framework and development industry and development processes would be helpful
- High degree of accuracy, attention to detail and record keeping skills
- Excellent verbal and written communication skills
- Advanced interpersonal skills, with ability to interact effectively with all municipal staff, elected officials, residents, businesses, other government/agencies
- Problem-solving skills, discretion and good judgement when handling sensitive information
- Effective organizational/coordination and time management skills; ability to prioritize work and to work under pressure to meet deadlines
- Superior customer service orientation with a focus on ensuring effective services; maintain a positive, collaborative and professional attitude
- Proficiency in Microsoft Office, Outlook, Word, Excel and PowerPoint
- Experience working with CityView/Access/Bluebeam Database programs would be considered an asset
- Availability to attend evening meetings and/or work overtime to accommodate peak periods and workloads

How to apply:

Please forward your resume in confidence by **March 29th, 2024 at 4:30 p.m.**, identifying Job #2024-033-IE in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.