

# Committee of Adjustment Clerk (12-Month Contract/Job-Rotation)

## Community Planning Department



### Working for the City of Burlington

A great career is closer than you think. Come work for the City of Burlington, where you'll be joining an innovative and progressive workplace focused on building a 21st century city that respects the diversity of our residents, visitors, and employees; and prioritizes continuous opportunities for you to learn and grow.

We don't just spend time attracting the best talent. We spend time and resources to keep the best talent. This may include: flexible working hours, mobile and hybrid working arrangements, a great pension and benefits package, as well as programs to foster innovation and leadership.

### Job Requisition Number

JR0000000089

### Employee Group

Non-Union

### Employment Status

Contract/Job Rotation

### Hours of Work

35 hours per week

### Contract

12 Months

### Department

Community Planning

### Location

This position is eligible for a hybrid work model. When attending an event or meeting in person, your primary office location will be based out of City Hall. Work location is subject to change at the discretion of the City due to operational demands.

### Position Overview

This position is responsible for providing support for all aspects of the operation of the Committee of Adjustment with regards to applications for minor variance and consent to sever and expansions to legal non-conforming uses, in accordance with legislation.

### Responsibilities

The Committee of Adjustment Clerk is responsible for:

- Preparing and distributing agendas.
- Attend Committee of Adjustment meetings.

*We thank all applicants and advise that only those to be interviewed will be contacted.*

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- Providing the following services related to Committee needs, in coordination with the Chair and the Secretary Treasurer:
  - Providing information on the Committee's agenda to contacts.
  - Advising, consulting and liaising with applicants on process, prior to submission of applications to the Committee of Adjustment and receiving, reviewing and verifying formal applications to the Committee.
  - Working with Secretary Treasurer to maintain Committee of Adjustment files and records. Distributing applications to staff. Maintaining and updating corporate system databases for minor variances and consents.
  - May handle confidential matters regarding land purchases or legal issues affecting assets, records or liabilities of the municipality, as well as identified confidential matters.
  - Preparing mailing lists, key maps, Notice of Hearings and Notice of Applications for minor variances and consent applications for the Committee of Adjustment. Distribute notices to mailing lists and information packages to Council and Committee members.
  - Clear Committee of Adjustment conditions to determine closure or lapsing decisions.
- Providing back-up to the Secretary Treasurer during absences.
- Updating the corporate web site for the Committee of Adjustment.
- Updating and maintaining Committee of Adjustment application forms and application fee schedules.

#### Requirements

Applicants require a post-secondary degree or diploma in Planning or a related field; completion of/or enrolment in the Municipal Administration Program offered by AMCTO and Municipal Planning Primer Program is an asset. At least one year of municipal experience is required, preferably in land use planning or zoning administration. The incumbent must possess strong customer service, communication, computer and organizational skills.

#### Salary

\$66,748 - \$83,435 Grade F

#### Posting Close Date

March 27, 2024

#### How to Apply

To apply, please visit [www.burlington.ca/careers](http://www.burlington.ca/careers) and click on "View Jobs". Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

#### Accommodations

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Burlington accommodates the individual needs of applicants with disabilities within the recruitment process. Please call us at 905-335-7602 or email us at: [hr@burlington.ca](mailto:hr@burlington.ca) if you require accommodation to ensure your equal participation in the recruitment and selection process.

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