



**GEORGINA**

# Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



## **Secretary-Treasurer/Committee of Adjustment** (Job ID # 2024.82)

**Department:** Development Services  
**Division:** Development Planning  
**Location:** Civic Centre  
**Status:** Permanent, Full Time  
**Number of Positions:** 1  
**Hourly Wage:** \$35.25 to \$39.17 per hour  
**Date Posted:** May 14, 2024  
**Date Closing:** June 4, 2024

### **Come work with us!**

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### **Position Purpose**

As an appointed officer, acts as Secretary-Treasurer for the Committee of Adjustment in fulfilling all statutory requirements under the Planning Act and other relevant legislation to administer the Committee of Adjustment function, and provide administrative, management and clerical support for the Committee. ***For full details on duties and qualifications, please visit our website at [www.georgina.ca/careers](http://www.georgina.ca/careers)***

### **How to apply**

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting the [www.georgina.ca/careers](http://www.georgina.ca/careers) no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

### **Committed to diversity and a barrier-free environment**

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from people with disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

**We thank all candidates for their interest, however only those being considered will be contacted.**

*Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Manager, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1 (905) 476-4301*