



## DEVELOPMENT SERVICES CLERK

The Township of Stone Mills is seeking an individual with a strong customer service background to be the primary point of contact for the Development Services Department in the Temporary (up to 12 months) Full-Time (37.5 hours weekly) position of Development Services Clerk.

The Township of Stone Mills is a lower-tier municipality with a population of approximately 7800 residents located in central Lennox and Addington County which is comprised of 11 rural settlement areas. Stone Mills is home to a number of lakes, rivers and natural attractions that offer quality rural living with convenient access a number of urban communities including Kingston, Napanee and Belleville.

### POSITION SUMMARY AND QUALIFICATIONS

Reporting to the Manager of Development Services, the Development Services Clerk provides administrative and clerical support for the Development Services department. The Development Services Clerk is responsible for the assignment of Development Services related inquiries and support in processing of Planning Act applications. The position will lead the Development Services department through the onboarding of CityWorks, from both a Planning and Building perspective. The position also serves other departments as needed in providing assistance in support of day-to-day municipal business processes.

### Ideal qualifications for the position include the following:

- Post-secondary degree/diploma in Planning, Planning Technician, Public Administration, Business Administration, Law Clerk or related discipline;
- One (1) or two (2) years of related professional experience in administrative / land use planning support role. Experience working in a municipal environment is an asset.
- Working knowledge of *Municipal Act, Planning Act, Municipal Freedom of Information and Protection of Privacy Act*.
- Completion (or willingness to complete) OACA 'Primer on Planning' course.
- Completion (or willingness to complete) AMCTO 'Municipal Administration Program' or equivalent training is considered an asset.
- Excellent presentation, communication and computer skills (ie. MS Office Suite & iCompass).
- Well-developed written and verbal communication skills, with the ability to communicate effectively and concisely with residents and colleagues;

The salary range for the position is \$49,374.00 to \$58,090.50 commensurate with experience and qualifications. The Township offers a comprehensive benefits package and participation in the OMERS pension plan.

Interested candidates are requested to submit a cover letter and resume by **5:00pm, Sunday, August 4<sup>th</sup>, 2024** with a cover letter clearly marked "**Development Services Clerk**":

Please send to:

Township of Stone Mills  
Jason Sands, B.Sc. M.Pl. MCIP. RPP  
Manager of Development Services  
4504 County Rd 4  
Centreville, Ontario  
K0K 1N0  
Email: [careers@stonemills.com](mailto:careers@stonemills.com)

*We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.*

*The Township of Stone Mills is an equal opportunity employer committed to inclusive barrier-free recruitment and selection process. If you require this document or correspondence in an alternate format, please contact the above noted contact for accommodation.*