



JOB DESCRIPTION

POSITION TITLE: DEVELOPMENT SERVICES CLERK

REPORTS TO: MANAGER OF DEVELOPMENT SERVICES

CATEGORY: TEMPORARY FULL-TIME

UPDATED: JULY 2024

POSITION SUMMARY:

Reporting to the Manager of Development Services, the Development Services Clerk provides support related to the processing of Planning Act applications and inquires applicable to municipal development services. The position of Development Services Clerk provides scheduling and administrative support to all facets of Development Services, including administrative capabilities with CityWorks software. Additionally, the Development Services Clerk performs all statutory duties as the Secretary/Treasurer to the Township's Committee of Adjustment.

MINIMUM QUALIFICATIONS:

- Post-secondary diploma/degree in Planning, Planning Technician, Public Administration, Business Administration, Law Clerk or related discipline;
- Completion of (or willingness to complete) the Ontario Association of Committees of Adjustment & Consent Authorities (OACA) 'Primer on Planning' course would be considered an asset;
- Completion of (or willingness to complete) the AMCTO 'Municipal Administration Program' and/or equivalent training would be considered an asset;
- Certification (or eligibility for membership in) Ontario Association of Committees of Adjustment & Consent Authorities (OACA) would be considered an asset;
- One (1) to two (2) years of related professional experience in administrative / land use planning support role;
- Experience in municipal setting is considered an asset;

- Working knowledge of legislation, regulations, policies and procedures that relate to municipal land use planning and government operations;
- Demonstrated organizational and time management abilities;
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint);
- Ability to work within the pressures of multiple and varied deadlines;
- Ability to carry out detailed research, analyze information and prepare sound recommendations, when required;

SPECIFIC SKILLS, ABILITIES AND KNOWLEDGE:

- Demonstrated attention to detail, ensuring accuracy with large volume and diversity of work;
- Demonstrated flexibility and organizational skills in effectively managing shifting priorities, based on urgency and importance;
- Maintain a high level of tact, diplomacy, confidentiality, and always conduct oneself in a professional manner;
- Demonstrated ability to be a team player with effective oral, written and interpersonal communication skills to ensure effective working relationships with Committee, employees and the general public;
- Effective planning, time management, proof reading, research, analytical reasoning and problem-solving skills;
- Thorough working knowledge of municipal policies, procedures, applicable legislation and regulations, relevant industry standards, By-laws and Acts (federal, provincial and municipal).

KEY RESPONSIBILITIES AND DUTIES:

- Provide technical support to Development Services as required;
- Create and maintain Planning Act applications, process payments in accordance with the Fee & Tariffs By-law, circulate applications internally and externally, post on-site Public Notifications and manage general Development Services related inquiries;
- Arrange meetings including both internal and external staff (in person and virtually) and support the Manager of Development Services and Chief Building Official through the culmination of mapping, records and applicable information;
- Complete minute taking, circulate minutes and update roll file records accordingly;
- Act as the lead for Zoning Compliance, Septic and other Development Services record searches in conjunction with Records Management & Clerks staff;
- Inserting newly created Zoning Compliance letters, Building Permits, and other documentation into respective shared digital roll filing system.
- Perform all statutory duties as the Secretary / Treasurer to the Committee of Adjustment including; maintaining proceedings of meetings, scheduling, coordinating, agenda preparation, decisions and attendance at public meetings of the Committee of Adjustment. Attendance at Council may be required;
- Support in the preparation of Site Plan Control Agreement, Well Water Agreements; Development Agreements, Encroachment Agreements, By-laws as required;
- Manage and monitor clearance of conditions applicable to Plan of Subdivision and Consent applications;

- added above Responsible for general inquires (telephone and counter) respecting Development Services matters; including but not limited to general information contained within the Official Plan, Comprehensive Zoning By-law, Site Plan Control By-law etc.
- Maintain and strengthen relations with ratepayers, applicants, lawyers, internal and external staff responsible for the participation Development Service responsibilities;
- Read and interpret legal documents (ie. Transfers, Reference Plans, Agreements etc.);
- Liaison with the County of Lennox & Addington as the Township's lead related to the use and implementation of CityWorks;
- Use CityWorks software to upload, process applications, supporting both internal and external uses;
- Assist Development Services staff with data entry, summaries and reporting;
- Research polices, by-laws, best practices and other municipal processes as required by departmental staff;
- Compose correspondence (ie. electronic-mail), reports, presentations, certificates, memos, and press releases for distributed both internally and externally;
- Open and close new building permits using Asyst, Sharepoint, and CityWorks software programs.
- Upload requested building permit information to MPAC using specialized software, and respond to inquiries from MPAC regarding building permits as needed.
- Provide general administrative support and other duties as assigned.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal

Regular communication with all Township staff.

External

Taxpayers/ratepayers, vendors, auditors, provincial ministries, legal counsel, other municipalities, and agencies.

WORKING CONDITIONS:

- Normal office environment working conditions apply.
- May be required to attend meetings outside of regular office hours.
- May be seated for long periods (3 - 4 hours).
- At certain times of the year there are strict deadlines to meet which may cause extra workload or additional work hours.
- The use of a personal vehicle may be required to attend off-site meetings/events.

Salary Range:

\$49,374.00- \$58,090.50