



The Corporation of the
Township of Algonquin Highlands
requires a
Building and Planning Assistant

The Township of Algonquin Highlands with a permanent population of 2,600 and a seasonal population exceeding 10,000 is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

The Township of Algonquin Highlands is seeking applications from qualified persons for the position of Building and Planning Assistant.

Reporting to the Planner, the Building and Planning Assistant provides effective and efficient administrative support and assistance to the Planner and the Building/By-Law Department.

The preferred candidate will possess the following qualifications:

- A post-secondary diploma in a Planning program (i.e. Urban Design, Planning Technician) or Business/Office Administration.
- Diploma in Municipal Administration or willingness to obtain.
- Three (3) years' experience in progressively responsible related positions sufficient to demonstrate competency and knowledge of all aspects of municipal government.
- One (1) year experience in Geographic Information Systems (GIS) preferably using the ESRI GIS platform in a municipal environment.
- Excellent interpersonal, administrative communication and organizational skills including the ability to multi-task and establish priorities daily.
- Ability to maintain confidentiality where mandated or required.
- Committed to customer service excellence, with a firm knowledge of best practices in the municipal administration field.
- Proficiency in computer software applications (including but not limited to Word, Excel, Outlook, Power Point and Township-specific programs) as well as Cloud-based programs such as Cloud Permit.

Salary Range: \$31.49 - \$35.43/hour (35 hours/week)

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process,

upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

We thank all applicants; however only those selected for an interview will be contacted.

Algonquin Highlands offers a competitive salary, compressed workweek, excellent benefits package, and enrollment in OMERS Pension Plan. Join a dedicated team that strives to make us the best place to live, work and play.

Qualified candidates are invited to submit a cover letter and resume to:

Dawn Mugford-Guay, Human Resources Coordinator
Township of Algonquin Highlands
1123 North Shore Road
Algonquin Highlands, ON K0M 1S0
Email: dmugfordguay@algonquinhighlands.ca



Township of Algonquin Highlands

Job Description

Position: Building and Planning Assistant
Department: Building and Planning
Location: Algonquin Highlands Municipal Office – 1123 North Shore Road
Reports to: Planner

Purpose

Reporting to the Planner, the Building and Planning Assistant provides effective and efficient administrative support and assistance to the Planner and the Building/By-Law Department.

Responsibilities

Assistant to the Planner

- Supports the Planning Department in all its functions.
- Maintains the Planner's electronic and paper filing systems, including Roll files.
- Handles inquiries from the public, municipal staff, solicitors, surveyors, and applicants.
- Acts as initial contact for submission of all planning related applications.
- Receives planning applications and assists the Planner with processing in accordance with legislated timelines, including preparation of public circulations lists.
- Prepares Zoning Compliance letters for property zoning requests for review and approval by the Planner.
- Prepares agenda packages and builds agendas for Committee of Adjustment.
- Administers all aspects of the License of Occupation Policy.
- Performs all general administrative functions such as photocopying, scanning and shredding.
- Provides back-up reception duties when required.
- Maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Other related duties as assigned.

Assistant to the Building Department

- Processes general building compliance requests.

- Reviews building permit applications for completeness.
- Creates files and maintains records.
- Collects permit fees/securities.
- Performs data entry for completion of inspection notes.
- Assists with scheduling inspections, including the septic reinspection program.
- Assists Chief Building Official with preparing monthly reports.

Education

- A post-secondary diploma in a Planning program (i.e. Urban Design, Planning Technician) or Business/Office Administration.
- Diploma in Municipal Administration or willingness to obtain.

Knowledge and Skill

- Three (3) years' experience in progressively responsible related positions sufficient to demonstrate competency and knowledge of all aspects of municipal government.
- One (1) year experience in Geographic Information Systems (GIS) preferably using the ESRI GIS platform in a municipal environment.
- Excellent interpersonal, administrative, communication and organizational skills including the ability to multi-task and establish priorities daily.
- Ability to maintain confidentiality where mandated or required.
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Hours of Work

Normal hours of work are 8:00 a.m. to 5:00 p.m., on a compressed workweek schedule. Extra time may be required to complete tasks and meet deadlines, etc. during certain times of the year.

Working Conditions

- Work is performed in a normal office environment. Incumbent has the ability to move freely to reduce fatigue.
- Majority of working day is spent reviewing documentation and working on a computer.
- Periods of intense concentration with a need for attention to detail and accuracy.
- Deadlines may cause stress.

Impact of Error

Errors, incorrect judgment or otherwise, may result in legal or other repercussions to the Township.