



JOB DESCRIPTION

JOB TITLE:	Planning/ Administrative Clerk	
DEPARTMENT:	Planning	
REPORTS TO:	Planning Coordinator/Deputy Clerk	
DATE:	August 2017	
POSITION CLASS:	POSITION TYPE:	HOURS: 35 HOURS/WEEK
<input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> CASUAL <input type="checkbox"/> FIXED TERM	<input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART-TIME	<input type="checkbox"/> COUNCIL MEETINGS <input type="checkbox"/> FLEXIBLE HOURS

POSITION SUMMARY

Under the supervision of the Deputy Clerk/Planning Coordinator, the Planning/Administrative Clerk provides administrative support to the Deputy Clerk/Planning Coordinator and the Planner/EDO. Performs research and analysis on legislation, policy and information documents. Researches and coordinates special projects as requested by the Deputy Clerk/Planning Coordinator.

QUALIFICATIONS

- Post-Secondary education in a planning environment or an equivalent combination of education and experience.
- Previous experience in a municipal or planning environment would be considered an asset.
- OACA's Primer on Planning Course would be an asset.
- Knowledge of the ARC GIS Desktop mapping programs would be an asset.
- Municipal Administration Program and AMCTO courses would be considered an asset.
- Working knowledge of iCompass and TOMRMS would be considered an asset.

POSITION RESPONSIBILITIES

1. Assist the Deputy Clerk/Planning Coordinator
2. Provides direct administrative support to the Planning Department
3. Maintains physical and electronic filing system
4. Assist the Chief Building Official
5. Provides support for the Emergency Management Program

DETAILED JOB DESCRIPTION

JOB TITLE:	Planning/Administrative Clerk
DEPARTMENT:	Planning
REPORTS TO:	Planning Coordinator/Deputy Clerk
DATE:	August 2017

POSITION RESPONSIBILITIES	POSITION DUTIES
1. Assist the Deputy Clerk/Planning Coordinator	<ul style="list-style-type: none"> Assists with the preparation of agenda, minutes, bylaws, resolutions, etc; Coordinates the setup of meetings, chambers and meals; Registers staff and council for conferences and meetings; Prepares long service rewards and certificates; Prepares public certificates; Updates website for the Clerks, Planning & Building and Emergency Management Departments and Economic Development and other social media as required. In the absence of the Deputy Clerk/Planning Coordinator or as required, attends Council Meetings, ensures all support information for the Agenda is available, acts as recording secretary and prepares the minutes.
2. Provides direct administrative support to the Planning Department	<ul style="list-style-type: none"> Compiles and analyzes data for special projects and reports, including statistical analysis related to population, development and land use, as delegated by the Planning Coordinator/Deputy Clerk; Reviews and processes land use and development applications including the preparation of background information and public notices for review and approval by the Planner; Reviews development applications to ensure they are complete and in compliance with the applicable planning documents; Prepares key maps and notice circulation lists for planning applications; Prepares notice packages for circulation; Maintains and monitors application status tracking; Gathers background information and material for Planner's review; Pre-screens information required to respond to lawyer's requests for compliance letters and real estate sheets; Prepares draft resolutions; Assists with the collection and review of information to promote economic development; Acts as alternate Secretary-Treasurer for the

	<p>Committee of Adjustment.</p> <ul style="list-style-type: none"> • Undertakes planning review related to applications for building permits to confirm zoning, site plan, subdivision requirement and any other planning requirements to support Chief Building Official's application review.
3. Maintains physical and electronic filing system	<ul style="list-style-type: none"> • Stores, arranges, files, indexes and classifies records; • Facilitates the development of the filing system and maintains it to meet administrative and legal requirements; • Maintains retention and disposal for both the Township's physical and electronic files; • Maintains Municipal TOMRMS File Management System; • Maintains appropriate access to information.
4. Assist the Chief Building Official	<ul style="list-style-type: none"> • Files all applications, daily reports, permits, licenses and other property information of the CBO in roll files or other files as directed by CBO; • Assists the CBO at his request to review building applications to ensure completeness of application and drawings which accompany an application; • Compiles reports from iCity Building module for Planning & Building Department statistical reporting needs.
5. Provides support for the Emergency Management Program	<ul style="list-style-type: none"> • Assists the EIO in preparing public education information and emergency notice templates; updating the website and social media for emergency information and maintaining current media contact lists. • Acts as a scribe for MECG and Emergency Management Program Committee meetings. • Assists the CEMC as required.

The Foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.