



EMPLOYMENT OPPORTUNITY TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

Planning and Building Assistant

The Township of Killaloe, Hagarty and Richards is seeking a strongly motivated, well-organized individual to provide a variety of clerical and administrative support in the departments of Building, Planning Development & Licencing and receive, review and process general inquiries for the Building Department as well as to provide general administrative assistance to other departments as directed.

Qualifications:

- Post-secondary degree or diploma in Planning or Geography and/or an equivalent combination of education and experience in planning and/or building field in a municipal, legal or private sector, development setting or in a position of similar responsibility. Primer on Planning, General Legal Accreditation for Buildings or other related courses would be an asset.
- Minimum of two (2) years' experience in a progressive administration position, preferably in a municipal environment would be an asset.
- Good understanding of municipal government, a thorough knowledge of land use planning processes and related legislation, procedural by-laws and parliamentary rules of procedure.
- Advanced proficiency with Microsoft Office Suite, GIS Mapping, Municipal Connect and related software.
- Basic understanding of architectural & engineering plans and survey principles would be an asset.
- Excellent organizational and time management skills to handle a heavy workload and to meet rigid deadlines.
- Excellent oral, written and interpersonal communication skills.
- An extensive knowledge of municipal services and operations.
- A high level of initiative, ability to maintain confidentiality, exercise tact and diplomacy, work independently with minimal supervision; apply sound judgment in decision-making when dealing with sensitive situations.
- Excellent research and formal writing skills with attention to detail and proficient with mapping compilation.
- Must be able to work beyond normal hours of work.
- Possess and maintain a valid "G" driver's licence and have use of a vehicle and a clean Criminal Record.

Hours of Work:

This is a 1-year contract position: 35 hours/week; with a flexible work schedule. Additional hours outside of those above may be required.

Compensation: \$20.00-\$25.00 per hour.

A **complete** job description is available at the Killaloe, Hagarty and Richards' Municipal Office at 1 John Street, Killaloe, ON, or on our website at killaloe-hagarty-richards.ca

Please submit your application clearly marked "Planning and Building Assistant" by 4:30 PM local time on October 16, 2020, to the following:

Sue Sheridan, CMO, AOMC
CAO Clerk-Treasurer
Township of Killaloe, Hagarty and Richards
1 John St., Box 39
Killaloe, ON
K0J 2A0

Thank you for your interest, however only applicants considered for an interview will be contacted.

Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance.

Information collected will be handled in accordance with the Municipal Freedom of Information and Protection Privacy Act.