



## **Planning Coordinator – Development Review POSTING No. 201809**

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Under the supervision of the Manager of Development Review this position provides a variety of essential coordination and support services to the Manager, planning staff and internal and external customers of the Planning and Sustainability Department to ensure the coordination and execution of administrative and operational procedures and processes.

### **Accountabilities:**

- Coordinates and administers the Development Review Committee by scheduling agenda items, taking minutes, circulating new applications, preparing meeting notes, confirming content and prompting staff from multiple departments and agencies regarding timeliness, accuracy and content of notes for use by Town staff, the development industry, lawyers, public agencies and the public
- Provides administrative support to the Manager of Development Review and the Development Review Division, and coordinates logistics for external planning project meetings, and public engagement events, as well as Development Review team meetings, training and team building opportunities
- Coordinates, receives, processes and tracks applications; audits incoming applications for completeness; tracks fee payment; creates and maintains files; prepares and manages circulations, correspondence and related comments from applicants, agencies and the public;
- Coordinates and ensures that all statutory requirements relating to applicant, public and agency notice are met, circulated and performance is tracked relative to statutory notification and appeal periods in accordance with provisions of the Planning Act
- Coordinates, compiles and prepares submission of appeal documentation to the Ontario Municipal Board within prescribed statutory timeframes
- Assists Development Review Project Planners and Secretary Treasurer of the Committee of Adjustment by coordinating, receiving, auditing for completeness and processing development applications
- Responsible for coordinating, monitoring, recommending and implementing best practices in administrative support services to facilitate fulfillment of statutory planning processes and to optimize administrative performance

- Liaises and coordinates liaison with applicants, agency representatives, other departments and the public on planning-related matters, incorporates input and facilitates resolution relative to various administrative issues
- Provides the interdepartmental coordination of all development applications meetings and hearings by identifying the needs of the customer, and drawing on planning staff as required to meet customer needs
- Coordinates value-added “first response” customer service including telephone, front counter and electronic mail inquiries for both internal and external customers of the department in compliance with Divisional, Departmental and Town standards
- Proofreads and formats documents, prepares draft letters, memos and other development correspondence when necessary to support Planning Staff in the development approvals process
- Coordinates, designs and implements team events related to continuous improvement and multi-disciplinary matters on sectional, interdepartmental and interagency scales
- Uploads reports, manages and retrieves documents using corporate document management software
- Creates files, advances processes in and retrieves information from AMANDA
- Fulfills back-up responsibilities and administrative functions of the Senior Administrative Assistant, Planning Coordinator – Policy/Development Review and Secretary of the Committee of Adjustment respectively in the event of absence
- Performs other job duties as required

**You possess:**

- Post-secondary diploma in a business related field or equivalent education and experience preferred
- Minimum of 4 years’ experience in a municipal environment
- Intermediate knowledge of the Planning Act and the Municipal Act
- Ability to handle assignments where the risk of error may have significant negative consequences
- Depth of understanding of numerous complex aspects in Development Review proposals and a high level of understanding of the role and interrelated nature of each department and agency’s functions and procedures
- Innovative and proactive problem solving skills to assess and adapt to priorities among conflicting demands
- Critical thinking skills to consider multiple options, sources, and perspectives to make recommendations and advance solutions
- Aptitude for dealing with figures for data inputting, spreadsheets and invoices
- Excellent communication skills including: proofreading, writing, speaking, listening, keyboarding
- Knowledge of and experience with event management, marketing principles and social media is considered an asset

- Excellent administrative procedural skills
- Proficiency in Microsoft Office (Word, Excel and Outlook) and GIS software
- Advanced Adobe Acrobat
- Certificate of completion the Primer on Planning Course from the Ontario Association of Committees of Adjustment and Consent Authorities (OACA), or the intent to complete
- Ability to lift filing boxes weighing up to 50 pounds as required

**Compensation:**

The salary for this position (35 hours per week) is \$55,685 - \$66,292 per annum. This position may require overtime to complete tasks as required.

**Application:**

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., February 21, 2018. Please quote Posting No. 201809 on your cover letter. Please apply using only **one** method of application below.

**Mail:**

Attn: Human Resources  
Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills, ON L7G 5G2  
Posting No. 201809

**Email:** [humanresources@haltonhills.ca](mailto:humanresources@haltonhills.ca) (preferred)

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

**1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2**

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905-873-2601 | 1-877-712-2205 | 905-873-2347 (fax) | [haltonhills.ca](http://haltonhills.ca)