



[www.georgina.ca](http://www.georgina.ca)

## EMPLOYMENT OPPORTUNITY

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### SECRETARY-TREASURER COMMITTEE OF ADJUSTMENT

The Town of Georgina, on the beautiful south shores of Lake Simcoe, is an urban and rural municipality located in the most northerly part of York Region. Georgina is a growing municipality, having a current population of 47,000. With the completion of the planned extension of Highway 404 to Georgina, our municipality will continue to be the ideal location to experience small town hospitality and still be within easy commuting distance to downtown Toronto.

We are seeking a self-motivated, results oriented individual to fill the role of Secretary-Treasurer to the Committee of Adjustment. As an appointed Officer by the Committee of Adjustment, through Council, the Secretary-Treasurer is responsible for all administrative requirements of the Committee of Adjustment in the consideration of minor variances to the Town's Zoning By-law and acting as Consent Official for the granting of consent approval as provided in the Planning Act. You will manage and coordinate the processing of the applications in accordance with Planning Act regulations and legislated time frames, including setting up files, preparing notices of meetings, circulating applications, setting up hearings, preparing agendas, decisions, notices of decisions and following up on condition fulfillment, preparing and issuing certificates of consent as well as preparing and distributing material for Ontario Municipal Board appeals on Committee decisions.

Our ideal candidate will possess post-secondary education in a related field, with progressive experience in an administrative capacity; accreditation from the Ontario Association of Committee of Adjustment and Consent Authorities would be considered an asset; three (3) years of related experience in a Planning environment, preferably with a Municipality; working knowledge and understanding of *The Planning Act* and other related legislation and municipal Planning processes related to Consents, Minor Variances and Zoning By-laws; demonstrated effective interpersonal skills in dealing with the public, Committee Members and Councillors, the development industry and external government agencies/authorities; and, demonstrated experience in minute taking, agenda preparation, and composing correspondence.

The Town offers a professional and supportive work environment and a comprehensive benefits package. This is a unionized position with a wage rate of \$24.15 - \$26.83 per hour.

Qualified applicants are invited to submit a detailed resume, not later than Friday, June 25, 2010 to: Human Resources Office, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1 or E-mail [hr@georgina.ca](mailto:hr@georgina.ca) Please quote file No. 2010-09.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of The Municipal Act and is used to determine eligibility for potential employment.