



One of Canada's fastest growing municipalities, the Town of Richmond Hill, has an exciting opportunity for an energetic individual interested in becoming a key member of the Planning & Development Department.

**Assistant Secretary-Treasurer
to the Committee of Adjustment
Committee of Adjustment
Planning & Development Department**

Reporting to the Secretary-Treasurer, you will assist in the administration of minor variance and consent application processes pursuant to the Planning Act requirements. This challenging and rewarding position's responsibilities include, but are not limited to: assisting the Secretary Treasurer and accepting full responsibility for duties of the Secretary-Treasurer in his/her absence, attending all Committee of Adjustment meetings taking and transcribing of minutes; technical review and final approval of certificates relating to new lot(s)/lot additions for registration on title. You will be responsible to maintain the PALIS (Oracle) Development tracking system, including setting up files, entering and retrieving data and preparing status reports. You provide a high level of administrative support to the Secretary-Treasurer in the processing of consent and minor variance applications from receipt to finalization.

Your High School Diploma, plus additional post secondary courses relating to Administrative duties, along with one to three years' of relevant work experience in a municipal setting. Highly-developed keyboarding and general business skills, as well as familiarity with Lotus Notes, Excel, and Microsoft Word with a working knowledge of PALIS would be an asset. A team player with strong customer service, communication and organizational skills, you demonstrate an effective and courteous approach with internal and external customers which are key to your success in this role. Membership with the Ontario Association of Committees of Adjustment and Consent Authorities (OACA), completion of the (OACA) "Primer on Planning" course and Accredited Secretary-Treasurer (ACST) or ACST(A) designation are preferred. Experience in a municipal planning environment is considered an asset. **SALARY:\$44,980. to \$52,912.**

Applications will be accepted up to 4:30 p.m. on **January 14th, 2009**. Apply on-line at www.richmondhill.ca and select 'Employment'.

We thank all candidates for their interest, however, only those under consideration will be contacted.