



The County of Lanark requires a high energy, dynamic professional to fill the following full-time opportunity.

PLANNING APPROVALS ADMINISTRATOR
(POSTING #CS2008-003)

POSITION:

As an experienced Administrator, you will administer, under the direction of the County Clerk, the Planning Approvals operations which includes land division, plan of subdivision and condominium administration in accordance with the Planning Act and associated regulations for 8 member municipalities.

QUALIFICATIONS:

Post-secondary courses in planning and municipal administration are required. Courses in office administration would be an asset. A minimum of three years planning experience in a municipal environment is required, as well as a working knowledge of the Municipal Act and a detailed knowledge of the Planning Act and other relevant legislation and planning matters. Excellent communication, organizational and computer skills, particularly in GIS, are required as well as a valid Ontario Driver's Permit. Municipal or planning designation(s) would be considered an asset.

If you seek a challenging and rewarding opportunity and can contribute to our positive, team oriented, and progressive environment and are able to meet the physical and cognitive demands of the job, please forward a detailed resume quoting the relevant posting number **no later than Friday, February 8, 2008 to: County of Lanark, Human Resources, Administration Building, P.O. Box 37, Sunset Blvd., 99 Christie Lake Rd., PERTH, Ontario, K7H 3E2, Fax #: (613) 267-2539, Email: jobs@county.lanark.on.ca**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Note: Personal information collected from applications is collected under the authority of the Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.