



One of Canada's fastest growing municipalities, the Town of Richmond Hill, is currently looking for an experienced individual to join the Planning & Development Department in the following role:

SECRETARY - TREASURER
Committee of Adjustment

Reporting to the Director of Planning, you will fulfill all statutory requirements under the Planning Act, applicable Ontario Regulations and other relevant legislation to administer the Committee of Adjustment function. You will be responsible to oversee and provide advice to the Committee in the performance of their duties and assist the general public through the minor variance and consent process. You will provide administrative advice to senior management and coordinate and supervise the work of the Assistant Secretary – Treasurer.

Diploma from a post secondary school in a discipline related to planning or public administration Five to seven years related experience with the Committee of Adjustment Membership with the Ontario Association of Committees of Adjustment and Consent Authorities (OACA) and Accredited Committee Secretary Treasurer (ACST) designation are preferred Membership in the Association of Municipal Clerks and Treasurers (AMCT) would also be considered an asset Thorough knowledge of the procedures of Committee of Adjustment with an understanding of urban planning, municipal government operations and Parliamentary procedures is required Ability to work in a fast paced environment You must be a team player and possess excellent organizational, problem solving and written/oral communication skills Demonstrated experience in a supervisory capacity Proficient with word processing and spreadsheet software applications Excellent customer service skills. **SALARY: \$61,185. - \$69,546.**

Please apply on-line at www.richmondhill.ca and select 'Employment'. Applications will be accepted up to **4:30 p.m., February 8th, 2008.**

We thank all candidates for their interest, but regret that only those selected for interviews will be contacted.