

## **PLANNING AND DEVELOPMENT CLERK**

**POSITION:** Planning and Development Clerk

**RESPONSIBLE TO:** Manager of Corporate Services

**NATURE OF WORK:** The Planning and Development Clerk assists in the administrative operations of the Planning Department and provides clerical support for associated committees; as well as assists clients, manages and reviews development permit applications ensuring accurate records are kept. The position may provide administrative support to other departments as necessary. This position involves work of a confidential nature and requires considerable initiative and independent judgement.

*This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.*

***Note: The incumbent shall ensure that the confidentiality of Town affairs is respected and practiced at all times.***

## **ORGANIZATIONAL RELATIONSHIPS:**

- Reports directly to the Manager of Corporate Services and assists and performs additional duties as assigned by the Manager of Corporate Services.
- Provides assistance to Planning Department and other Departments when necessary.
- Develops and maintains working relationships with departmental managers, supervisors and all town employees to support planning and economic development related functions.
- Provides clerical support at the Planning Board Committee meetings.
- Liaises with developers, contractors, stakeholders, government departments and agencies.
- Assists members of the public in the submission of development permit applications, inquiries, complaints, and directs to appropriate staff when required.

## **PRIMARY FUNCTIONS/ACCOUNTABILITIES:**

- To provide administrative support; including, typing and word processing, correspondence management, meeting package preparation, summary reports, and minute records, for the Planning Department and related Committees, as well as attend associated meetings.
- To maintain filing and information systems, including, the Zoning and Development Bylaw registry for the Town.
- To manage, process, and collect revenue from development permit applications in preparation for review and approval.
- To coordinate civic addresses with provincial representatives.
- To perform departmental communications including media releases, web pages, e-mails, social media etc.
- To maintain good relations in assisting the public with respect to permit applications, inquiries, and complaints.
- Provide backup support to other Administrative Assistants when needed as assigned by the Manager of Corporate Services.
- To perform other duties, responsibilities, and functions as may be assigned by the Manager of Corporate Services.

## **REQUIRED COMPETENCIES:**

- Thorough knowledge of administrative and clerical procedures, planning and/or municipal administration; typically acquired through a recognized post-secondary program in office or legal administration, construction, or architecture supplemented by two years' practical experience.
- Knowledge of the National Building Code, development bylaws, land use planning, the Official Plan; Proficiency in analysing and interpreting working drawings including but not limited to building and drainage plans.
- Demonstrated computer proficiency and advanced knowledge in the Microsoft Office software, planning specific software, GIS applications and database applications related to duties.
- Ability to manage relationships with external agencies and citizens on behalf of the Town of Three Rivers.
- Excellent analytical and problem-solving skills and the ability to work as part of a team in a fast paced environment.
- Excellent organizational and time management skills to adapt to changing priorities and/or aggressive deadlines.
- Excellent interpersonal, communication, and conflict resolution skills.

## **REQUIRED QUALIFICATIONS:**

- A minimum of two (2) years of administrative experience
- Degree or Post-Secondary Diploma from a recognized institution in a related field such as business administration, legal administration, public administration, etc.
- Experience as a property paralegal is an asset.
- Experience in a municipal office environment, involving planning and development matters, and real property matters would be considered an asset.
- Equivalent combination of education and experience will be considered.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software.

**Acknowledgement:**

I have read and understand my roles and responsibilities as it applies to my work duties, my performance expectations, my ability to get along with my colleagues and in support of a respectful work environment.

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Name (Print)

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Name (Signature)

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Date

SALARY RANGE: \$49,074 to \$61,343