



## PLANNING, BUILDING & CLERK ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

### POSITION DATA

**Position Title:** Planning, Building & Clerk Administrative Assistant

**Reports To:** Directly to Planning Administrator/Deputy Clerk & Chief Building Official  
Indirectly to CAO/Clerk

**Revised:** December 2021

### POSITION SUMMARY

Provide administrative support to the Planning, Building and Clerk functions. Provide backup to the reception functions. The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all the work requirements inherent in this position.

### KEY ACTIVITIES

#### Planning/Building Function

1. Act as point of contact for the public with respect to Planning services. Receives incoming visitors, telephone calls, identifies client needs, directs clients to the appropriate staff member or organization and responds to general inquiries about Planning matters. Refers difficult or complex issues to the Planning Administrator.
2. Receives or acquires information from consultants, professionals, other municipalities and agencies, as directed by the Planning Administrator or Chief Building Official.
3. Screens planning applications for completeness and accuracy. Ensures that applications are complete and accurate in coordination with the Planning Administrator and the Applicant.
4. Researches and obtains legal documentation (land registry documents) associated with planning applications/development proposals as required.

5. Prepares draft agendas, minutes, resolutions, and other related documentation for the Committee of Adjustment as directed and required by the Planning Administrator. Assist with meeting preparation as required
6. Prepares draft Planning reports for the Planning Administrator as required.
7. Prepares draft Building reports for the Chief Building Official.
8. Prepares draft Zoning Compliance Reports for the Planning Administrator and Chief Building Official review and signature.
9. Codes department accounts payable/receivable invoices for approval by the Planning Administrator.
10. Maintains Township records, databases, electronic and physical filing system and department files for the Planning Department.
11. Complete research regarding new developments, training needs and changes to legislative and regulations as directed and required by the Planning Administrator.
12. Prepares and circulates letters, notices, etc.. required for circulating Planning Applications as directed by the Planning Administrator.
13. Prepares and submits monthly reports to external agencies such as Stats Canada, MPAC, CMHC relating to housing statistical information for the Building Department.
14. Coordinates the ordering of office supplies.
15. Performs other directly related duties of the position as assigned.

#### **Clerk's Function**

1. Prepares draft agendas, minutes, resolutions, by-laws and other related documentation for Council and Committee of the Whole as directed and required by the Clerk. Assist with meeting preparation as required.
2. Ensures Township's meeting management software is updated as necessary in consultation with the Clerk.
3. Codes department accounts payable invoices for approval by the Clerk.
4. Maintains Township records, databases, electronic and physical filing system and department files as requested.

5. Applies the Township seal and prepares documentation for signature as required.
6. Prepares draft correspondence related to requests under the MFIPPA.
7. Prepares and processes forms, correspondence and documentation for livestock claims to the Ministry for processing. Prepares all related financial documents for signature related to the payment to livestock evaluator.
8. Locates and coordinates the marking of grave sites at the cemeteries for internments, in consultation with the Clerk.
9. Receives care and maintenance inquiries from members of the public regarding cemeteries. Coordinates the maintenance/repair with contractors in consultation with the Clerk.
10. Maintains Cemetery records. Prepares annual cemetery reporting documentation in consultation with the Clerk and Treasurer.
11. Prepares and circulates letters, notices, etc... required for processing Road Closings as directed by the Clerk.
12. Receives and processes lottery license applications and prepares licenses for signature in consultation with the Clerk.
13. Coordinates the ordering of office supplies.
14. Performs other directly related duties of the position as assigned .

## **FACTOR DESCRIPTION**

### **1. Knowledge**

- Ability to deal with the public, various agencies and internal staff in a pleasant, positive, professional manner
- Excellent communication skills, team oriented
- Excellent administrative skills
- Strong time management and organizational skills
- Ability to take initiative
- Punctual and reliable
- Team oriented

**2. Experience**

- Post-secondary courses in office administration is required;
- Three (3) years' experience in an office environment is required;
- Working knowledge of the Township legislation, policies and procedures is required;
- Word processing, spreadsheet, social media, database and GIS application, meeting management software expertise required;
- Capable of carrying out duties with minimal supervision;
- Municipal experience would be considered an asset.

**3. Complexity/Problem Solving**

Determines work priorities. Attempts to deal with complaints but difficult problems or complaints are referred to the appropriate staff member.

**4. Mental Effort**

Mental effort is required for the entire day to remember priorities and maintain composure when dealing with interruptions and various moods and needs of callers.

**5. Physical Effort**

May be required to sit for periods of over one hour while using the computer and to meet deadlines. May be required to lift boxes of files weighing 50 lbs.

**6. Impact of Decisions**

Failure to provide secretarial, clerical and administrative services in an efficient and effective manner will result in disruptions in the provision of services, unnecessary time delays and financial expense to both external clients, internal departments and/or the Township. Errors in dealing with the public may cause an escalation of the individual's complaint.

**7. Financial Authority**

- Receives and processes payments associated with all Township functions (i.e. planning applications & deposits, fire permits, dog tag sales);
- Accuracy of accounts payable coding of invoices required;
- Accuracy of date entry for invoices, deposits, etc. required;
- Assist with financial and budget monitoring as required;
- Receives tax and general payments at the counter and in the mail.

**8. Supervision**

N/A

**9. Policies and Procedures**

Required to work independently under established policies and procedures.  
May choose methods and procedures to carry out work.

**10. Contacts – Interpersonal Skills**

Internal Contacts: Chief Administrative Officer/Clerk  
Planning Administrator/Deputy Clerk  
Manager of Public Works  
Chief Building Official and By-law Enforcement Officer  
All Township Staff  
Fire Services Volunteers  
Committee of Adjustment  
Committee of the Whole  
Township Council

External Contacts: General Public  
Engineering and Planning Consultants  
Solicitors  
Real Estate Agents/Appraisers  
Other Municipal Employees  
Suppliers and Contractors  
Other Public Agencies

Provides information to the public, uses tact to address their inquiries and concerns.  
Must present a pleasant, positive and professional image regardless of their demeanor  
or work stress. Communication skills are required to find out the nature of inquiries and  
concerns so that they are addressed appropriately.

**11. Work Environment**

The duties of the position are performed primarily in a busy, open office  
environment, with disruptions from the phones and customers.

Protects own health and health of others by adopting safe work practices,  
reporting unsafe conditions immediately and attending all relevant in-services  
regarding occupational health and safety. Follows all guidelines for employees  
and employers, as legislated under the Ontario Occupational Health and Safety  
Act.

**12. Working Conditions and Pressure**

Township Municipal Office – Office Area.

Normal Working Hours are Monday to Friday - 8:30 a.m. – 4:30 p.m. with a half hour lunch. Attendance at Committee of Adjustment Meetings and Planning related Public Meetings may be required. Attendance at Committee of the Whole and Township Council and other public meetings may be required. Additional overtime may be required.

Must deal with frequent interruptions while maintaining a pleasant and calm manner. First point of contact with visitors and telephone callers. Frequently deals with public complaints, refers contentious issues to management.