



Excellence • Connectivity • Services • Livability • Growth

## Administrative Assistant Planning Department

Internal / External Posting

*The Township of Ramara is a rural community located in Central Ontario, along the north-eastern shores of Lake Simcoe and Lake Couchiching. In Ramara, people are our priority. Our people are the cornerstone of our organization. We are always seeking creative and skilled individuals with the ability and desire to lead in our dynamic workplace. Each of our team members brings diverse experiences and perspectives, as well as unique skills and talents to the job. Our diverse compliment ensures an environment where individual, team, and organizational successes are embraced and celebrated. All team members have equal opportunity within the organization to thrive and attain their highest potential. We welcome your application for the Planning Department Administrative Assistant position and look forward to discussing how the Township of Ramara can become your next career choice.*

### Core Responsibilities

- Assist in circulating Public Meeting agendas in conjunction with the Legislative Services department;
- Attend Committee meetings and Council meetings as required;
- Weekly banking and balancing of fees and charges received;
- Maintain and update all Planning Department forms and applications as required;
- Answer all inquiries by phone, email and mail regarding planning matters, zoning, and Committee of Adjustment inquiries;
- Attend planning meetings and record and circulate minutes;
- Prepare and open files for all planning applications, including Official Plan and Zoning amendments, subdivisions and condominiums, site plans, pre-consultations and Committee of Adjustment;
- Work with local representatives of the Lake Simcoe Region Conservation Authority pertaining to Planning applications and permit process, in conjunction with the Planner;
- Work in conjunction with the Secretary for Committee of Adjustment, processing applications and attending meetings in the absence of the Secretary Treasurer;
- Assist in the preparation and circulation of all Committee of Adjustment applications;
- Answer general planning inquiries pertaining to Committee of Adjustment applications via phone, counter, email and/or mail.

### Qualifications / Skills

- Minimum of 2 years college/university education in an administration discipline;
- Minimum 2 years' experience in a Municipal Office, preferably in the planning department;
- Knowledge of the Ontario Planning Act;
- Knowledge of the Provincial Policy Statement, Growth Plan for the Greater Golden Horseshoe and other relevant Provincial Legislation;
- Knowledge of Lake Simcoe Protection Plan;
- Knowledge of Upper Tier and Lower Tier Planning documents – Official Plan and Zoning Bylaw;
- Knowledge of Local Planning Appeals Tribunal (OLT);
- Working knowledge of GIS mapping;
- Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act

### Salary

\$26.50 - \$31.01 per hour, plus a comprehensive benefits package.

### Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "Administrative Assistant - Planning Department" addressed to Brittany Wilson, Manager of Human Resources/ Health & Safety and submit to [hr@ramara.ca](mailto:hr@ramara.ca) by 4:30pm on February 14, 2024.

### Health & Safety

Successful candidates must abide by Ontario Health & Safety Legislation and follow Township Health and Safety Policies, COVID-19 Protocols and Public Health Guidelines.

***Information collected for employment is done under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, for the purpose of assessing eligibility for employment.***

***The Township of Ramara is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.***

**Thank you to all applicants, but only those selected for an interview will be contacted.**