

Planning Administrative Assistant 15 Month Contract

Welcome to Ramara Township, located in Central Ontario, just 90 minutes from the GTA. Nestled by Lakes Simcoe and Couchiching, we offer access to beautiful parks, beaches, and trails. 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 complement 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. Benefits include health coverage, an OMERS Pension plan, paid time off, and flexible work arrangements. Join us in making a difference in the community by applying for the 15 Month Contract Planning Administrative Assistant position. We look forward to your application!

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 of college or 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 Planning Statement, 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 the Ontario Land 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

\$27.03 - \$31.63/ hour

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "**Planning Administrative Assistant (15 Month Contract)**" addressed to Brittany Wilson, CHRP, Manager of HR/H&S and submit to hr@ramara.ca. Please be advised, this posting will remain open **until June 15, 2025**, at 4:30 p.m.