



100 John West Way
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TOWN OF AURORA

EMPLOYMENT OPPORTUNITIES

Division of Human Resources

Secretary-Treasurer to Committee of Adjustment/Planning Technician \$52,143 - \$63,993 (under review)

Summary of Responsibilities

Reporting to the Manager of Development Planning, you will be responsible as the Secretary-Treasurer to the Town's Committee of Adjustment including receiving and reviewing applications, scheduling hearings and providing information on past practice/precedents. You will ensure the Notice of Meetings' agendas, minutes, decisions and other correspondence are circulated. In addition, you will prepare assigned Statutory Notice and/or circulation/submission requirements related to the Planning Act process and other related correspondence, associated liaison, meeting attendance and other department duties as required.

As the Planning Technician you will provide general information and assistance on various Planning Applications and processes including the review and process of minor Development Applications; prepare background research and statistical analysis. Assist the Planning department in planning policy matters or special projects, as assigned.

Qualifications

You have formal academic training in a Planning related discipline and thorough knowledge of the Planning Act (Ontario) and the Ontario Municipal board processes. You have 3 years of related experience in municipal government or planning consulting environment in a Planning or Municipal clerk's environment is preferred. You also have a strong knowledge and understanding of municipal planning and processes and documentation. You have excellent MS Office and excellent organization, report writing, record keeping and communication skills. You have the ability to deal courteously and effectively with the general public, other departments/agencies/level of government, developers, utilities solicitors and consultants. Availability to attend evening meetings is required. You will also hold a valid class "G" license in good standing and reliable vehicle to use on Town business. Eligibility for membership in the Canadian Institute of Planners is preferred, and eligibility for or associate membership in the Association of Municipal Clerks and Treasurers of Ontario and the Association of consent Authorities would be an asset.

Police Criminal Record Check

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **April 23, 2015** quoting reference number **15-18**.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager of Human Resources at 905-727-3123.