



Richmond Hill is the third most populated municipality in York Region with close to 209,000 residents. It's Council and staff are committed to providing an exceptional quality of life for the community. Richmond Hill is an equal opportunity employer committed to attracting, retaining and developing a winning team that is committed to providing exceptional public service. Visit RichmondHill.ca to learn more about the place "Where people come together to build our community."

Secretary-Treasurer, Committee of Adjustment

Planning and Regulatory Services Department

Reporting to the Director of Development Planning, the Secretary-Treasurer, Committee of Adjustment will fulfill all statutory requirements under the Planning Act and applicable Ontario Regulations, as well as, other relevant legislation to administer the Committee of Adjustment function. You will be responsible to oversee and provide advice to the Committee in the performance of their duties and assist the general public through the minor variance and consent processes. You will coordinate and supervise the work of the Assistant Secretary-Treasurer and also provide administrative advice to senior management, as required.

Your qualifications include:

- A diploma from a post-secondary school in a discipline related to planning or public administration
- A minimum of five to seven years of related experience with the Committee of Adjustment
- Thorough knowledge of the procedures of Committee of Adjustment and the Planning Act, with an understanding of urban planning, municipal government operations, and Parliamentary procedures
- Membership with the Ontario Association of Committees of Adjustment and Consent Authorities (OACA)
- Completion of the OACA "Primer on Planning", and Accredited Committee Secretary Treasurer (ACST) designation are preferred
- Membership in the Association of Municipal Clerks and Treasurers (AMCT) is an asset
- Must be a team player with well developed communication and customer service skills
- Demonstrated experience in a supervisory capacity
- Ability to meet tight deadlines and possess strong skills in attention to detail and time management
- Ability to work in a fast paced environment
- Must possess excellent organizational, problem solving and written/oral communication skills
- Demonstrate the Town's corporate values of service, collaboration, care, and courage
- Available to work flexible hours, including night meetings
- Working knowledge of Microsoft Office Suite
- Possess a valid Ontario Class "G" Driver's License and have access to a vehicle for use on corporate business (mileage compensated) and you will be required to provide proof of valid vehicle insurance upon hire. Salary: \$74,773. - \$84,989. (Subject to compensation review).

Applications will be accepted up to **4:30 p.m., on September 25, 2017**. To apply visit our website at: RichmondHill.ca/Employment

We thank all candidates for their interest, however, only those under consideration will be contacted.

The Town of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.