



THE MUNICIPALITY OF

# LAMBTON SHORES

**POSITION TITLE:** Administrative Assistant – Planning and Development

**DEPARTMENT:** Planning and Development Department

**REPORTS TO:** Chief Administrative Officer

## 1. **Position Summary:**

The Administrative Assistant - Planning & Development Services provides a variety of essential support services to ensure the execution of administrative and operational procedures and processes. Responsibilities include front line customer service, processing of building permit applications and administering the day to day planning & development services of the Municipality as well as support for the Committee of Adjustment.

## 2. **Primary Duties:**

### Planning & Development Administration

- Receives and processes payment for planning applications, including Minor Variances, Consents, as well as Zoning By-law and Official Plan Amendments;
- Responds to basic verbal zoning inquiries and refers more complex inquiries to Planner;
- Assists with preparing and distributing various Planning Act notices to public, proponents, agencies and Council as required and in accordance with legislative deadlines;
- Circulates Notices of Passing and Adoption for Zoning By-Law and Official Plan Amendment Applications. Maintains and upkeeps a record of application circulation information;
- Act as Deputy Secretary/Treasurer to the Committee of Adjustment;
- Prepares and circulates Committee of Adjustment (Consent and Minor Variance) notices and decisions;
- Prepares agendas and minutes for Committee of Adjustment meetings;
- Assists with preparation of submission materials for the Ontario Land Tribunal as required;
- Maintains official plan and zoning documents and assessment maps;
- Co-ordinates 911 numbering system;
- Prepares zoning reports.

### Building Inspection Services

- Provides assistance to the public using the online e-permitting process
- Provides advice and information related to Building Inspection activities of the Municipality.
- Maintains liaison with building inspectors and scheduling inspections.
- Creates building permits as recommended by the Chief Building Official.

- Keeps records of inspection activities, statistics, permits, etc.
- Provides building statistics and other information to the Finance Department, MPAC, the County and other agencies as required.
- Calculate applicable permit fees including Building Permit, Development Charges and special charges as required.

### Community Services

- Assists the By-law Enforcement Officer with by-law complaints (zoning, property standards, and building) and research background information (ownership, property background information, procedures);
- Maintain and update the Municipality of Lambton Shores Development and Planning, and Building and Renovating website pages ensuring that agendas, minutes, notices and building permit applications as well as all pertinent information are updated and relevant to current issues ;
- Certification of documents as prescribed by the Municipal Act and corporate policy.
- Receives and deposits municipal payments;
- Provides general information related to the Community Services Department and Corporation as may be required;
- Act as a back-up for the Public Works Assistant during any absences (vacations, days off, etc.) to ensure continuity of service for the public and the department;
- Provides secretarial and administrative support for the Chief Building Official as may be needed;
- Collects, tracks and releases planning and building deposits as recommended by the Planner and/or Chief Building Official;
- The Assistant is responsible for the administration, storage and upkeep of departmental records.

### **3. Education Requirements and Skills:**

Post-secondary education at the college or equivalent combination of education and experience.

### **4. Experience / Work Complexity:**

#### I. Accountability & Decision-Making Authority

- Accountable to Director of Community Services.
- Must fulfill complex legislative/regulatory requirements.
- Exercises substantial discretion in carrying out day-to-day activities.

#### II. Equipment Operation / Materials Handling / Safety Measures

- General office environment.
- Works regularly with full range of office equipment including computers.

### III. Effort and Working Conditions

- Regular office hours and the requirement for periodic “after hours” work during evenings as necessary for public meetings
- Able to work in a fast pace, deadline orientated environment, while maintaining a high level of responsibility and accuracy, communicating with staff and public; deadlines and task management are major components of work effort.

### IV. Communications / Contacts

- Substantial communications with all departments and frequent contact with public.
- Regular communications with County officials and outside agencies.

### 5. Reports To:

Chief Administrative Officer

### 6. Supervises:

none.

### 7. Special Qualifications:

- Minimum 3 years of municipal government experience in an administrative position or relative experience in the planning and/or building fields.
- Primer on Planning acquired or willing to acquire
- Working knowledge of the Planning Act, is an asset.
- Highly developed organizational and analytical skills.
- Good communication skills.
- Exceptional computer skills, particularly Microsoft Office, and GIS is an asset.