



Job Posting Planning, Building & By-Law Administrative Assistant

Competition #2024-13

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 10,000, located on the southerly tip of beautiful Georgian Bay. The Planning, Building & By-Law Administrative Assistant position acts as the first point of contact for the Planning, Building & By-Law Department. This position provides excellent and professional customer service over the phone, in writing, and in person which includes answering by-law, planning, and building-related inquiries, or directing the person to the appropriate staff member or department. Maintaining building department online permit system, process correspondence & notices for the Planning and Community Development Department. Maintain confidential reports for various external and internal agencies. Under the guidance of the Director of Planning and Community Development, the person is responsible for providing administrative assistance to each division ensuring consistent and efficient operations of the Planning and Community Development Department.

Duties include but are not limited to:

- Front counter customer service and reception - provides general reception over the phone, written and in person for the Planning & Community Development Department. Responds to general inquiries, transfers calls, takes message as necessary. Arranges appointments, meetings and coordinates meetings for the department as required.
- Administrative support to the Planning Department - preparation of correspondence, circulation of documents, organizing and maintaining files, filing general correspondence and confidential material, preparing statistical reports for various agencies. Research and draft reports as requested by Director of Planning. Assist in managing the Planning files under the Town's Record Management By-Law, which included the creation of files and closing/archiving of files.
- Receive and review online building permit applications for accuracy and completeness as required legislation as well as assist applicants with online submissions. Review all requirements have been met prior to submission and payment of building permit applications. Advise residents of procedure for building permits, inspection bookings and assist where required. Assign and liaise submitted permit applications to appropriate departments depending on applications - Planning, Building, Fire, By-law, Public Works. Communicate daily with Finance Dept - regarding payments of permits and monitor spreadsheets for accuracy and balancing.
- Administrative support to the Building Department - create and distribute monthly reports - CMCH, MPAC, Statistics Canada, Development Charges, Building Permit financial reports, Departmental reports monthly, quarterly, annually for Planning & Building. Compose monthly reports for various agencies internal and external, maintain building permits for inspections, reviews and file maintenance for finals within necessary time frame. Departmental reports monthly, quarterly, annually for Building.
- Filing and office organization - Maintain office in a well-organized manner, more efficient work spaces and file maintenance. Reduce clutter and keep staff up to date as to filing system, retrieve necessary documents or files upon request from other departmental staff. maintain stock of office supplies for Planning, Building and By-law
- Other duties as assigned.

Required Qualifications:

- College diploma in office administration, planning or a related field of study.
- Three (3) to five (5) years of experience in an Administrative Support role in a dynamic office environment (Municipal experience is preferred).
- Excellent computer skills including the use of Microsoft Office Suite, Cloud Permit, Mitel (phone), and MPAC's Municipal Connect.
- Must possess superior public relations and interpersonal skills to deal courteously and effectively with members of the public.
- General knowledge of the Ontario Building Code, knowledge to interpret and apply general Planning Act and Municipal Act.
- Attention to detail and concentration is required for data entry into permitting system

Compensation: The current pay for this position is \$28.97 - \$33.88 per hour, based on a 35-hour workweek. The Town offers a competitive benefits and pension package. This position is unionized with CUPE 2380.08

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on March 22nd, 2024** to the Human Resources Department by email hr@penetanguishene.ca.

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

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.