

Job Posting: #2022-36

Job Title: Planning Assistant (Seasonal)

Department: Development Services

Reports To: Manager, Planning Services

Directly Supervises: None

Indirectly Supervises: None

Hours per Week: 35

Status: Seasonal (July and August)

Salary: \$21.02 - \$23.17

Application Due Date: Open until filled

Role Summary

This position will be responsible for a variety of administrative, public engagement, and field work tasks relating to the Municipality's planning department. Duties include supporting senior staff with administrative duties associated with development applications; drafting and publishing content for checklists and forms, website, digital media and brochures; and conducting "walking audits" in Meaford's downtown.

Role Specific Duties and Responsibilities

1. Provide administrative support to the Planning division, working under the Manager of Planning.
2. Support senior staff members with all administrative matters pertaining to development applications.
3. Creating and editing checklists, brochures, and application forms as outlined by senior staff.
4. Drafting content for the Municipal website and digital media.
5. Supporting senior staff by setting up and providing materials for meetings.
6. Updating file information as part of the move to a new facility/office location (historic Library location on Trowbridge Street).
7. Conduct "walking audits" in Meaford's downtown to document and map the public realm.
8. Contributing to team discussion regarding potential new areas of community engagement.
9. Attending project and client meetings to provide support to senior staff as required.
10. Perform other duties as assigned.

General Duties and Accountabilities

1. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable

legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.

3. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

- Valid Class 'G' Driver's Licence in good standing or reliable transportation.

Education, Skills and Experience

- OSSGD, current enrollment in secondary school, or enrollment in post-secondary program preferred.
- Transferable work experience skills relating to administrative duties mentioned herein.
- Demonstrated skill in working with online and media software.
- Ability to absorb new ideas and concepts quickly.
- Ability to work individually as well as part of a team.
- Excellent writing skills, including proper spelling, grammar, and punctuation.
- Proficiency in Microsoft Windows and Office applications.
- Ability to demonstrate tact and discretion, maintain confidentiality, and foster good rapport and cooperative working relationships.
- Ability to multi-task, work with interruptions, be flexible, and work well under the pressure of a deadline.
- Ability to interact and deal effectively and courteously with all levels of staff and the general public.

Physical Demands and Working Conditions

- Physical demand requires sitting and extensive computer usage and concentration in an open office environment with exposure to employee conflict and criticism.
- Regular hours of work are Monday to Friday 8:30 am to 4:30 pm., but may include after hours meetings or commitments as required.

Contacts and Interactions

- Incumbent communicates regularly with municipal staff and members of the public.

Applicant Information

This posting will remain open until filled. Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2022-36 to:

jobs@meaford.ca

Attention: Human Resources



The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.