



ADMINISTRATIVE ASSISTANT – PLANNING & DEVELOPMENT

Under the supervision of the Manager of Planning & Development, you will provide a range of clerical and administrative services to the Manager of Planning and Development Department. You will be expected to provide assistance to the Planning Technician and to perform tasks related to the Economic Development Committee. Your responsibilities will include preparation of reports and typing of correspondence, reports, by-laws, minutes, agendas, & notices of meetings; photocopying and memo preparation; high volume of organizing and filing of planning related correspondence; provide data and maps as needed; generate lists of names for public meetings; create public notice signs; and act as back up responding to counter enquiries.

You should have highly developed organizational skills, excellent communication and customer service skills, diversified computer software knowledge including Microsoft programs. Your established computer proficiency utilizing Microsoft Office, Adobe, and Outlook is supported by the ability to transcribe from a dictaphone. Familiarity with data management, tracking and mapping software an asset (GIS and/or Arcview). Must be mature and able to exercise good judgement.

In addition, the following is required: a diploma from a post-secondary institution in a law-based field, and municipal experience is expected. Experience in a legal or planning office is preferred.

Combined with your education, you have initiative, attention to detail, and strong interpersonal, customer service, and time management skills and the ability to work well independently and as a member of a team.

The annual salary range (2019 rate) for this position is: \$38,480 to \$45,000.

A detailed job description is available. To apply, please forward your resume by **12:00 noon on April 30, 2019** to chealey@essatownship.on.ca.

Note: We wish to thank all applicants but advise that only candidates to be interviewed will be contacted. Personal information submitted is collected under the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of determining eligibility for this competition.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 705-424-9770. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of Essa, we will endeavour to make such accommodations upon request.