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| Job Title: | Community Development Assistant |
| Division: | Community Development |
| Reports to: | Chief Building Official and Planner/EDO |
| Last Revision: | 2025 |

Job Statement

The Community Development Assistant supports the building and planning services of the Community Development Department with administrative support and coordination.

Essential Functions

1. Addresses inquiries from public, staff, solicitors, surveyors, applicants by providing documents, information and assisting the public. Responds and refers inquiries to appropriate staff, as required.
2. Responding to front counter, phone and e-mail inquiries regarding planning and building application submissions and requirements, policy interpretation, pre-consultation requirements, permit requirements and receiving payment.
3. Processes and prepares planning and building compliance report request and prepares building activity and statistical reports.
4. Serves as the initial contact for submissions of all planning and building-related permits as well as entrance and civic address permit applications.
5. Coordinates applications, ensuring accuracy and completeness, including receiving applications, recording fees, issuing receipts, setting up and coordinating building and planning files, and reviewing plans for zoning compliance.
6. Provides administration support, including processing and preparation of documents (notices, reports, agreements, etc.), to support the members of the Community Development Department and meet legislative requirements.
7. Serves as Secretary-Treasurer for the Committee of Adjustment.
8. Completes records management and retention of department records.
9. Assists the Municipal Clerk with municipal elections as an Election Assistant.
10. Performs the responsibilities of the position within the standards set out in applicable legislation and consistent with operational policies.
11. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the Township's health and safety program. Follows all guidelines and

requirements for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

Job Specifications

1. Grade 12 or equivalent, College preferred in a related field.
2. Minimum of six months of municipal experience required.
3. Knowledge of provincial legislation as it pertains to municipal government including the Municipal Act, Planning Act and Ontario Building Code Act.
4. Willingness to learn and apply Geographic Information Systems (GIS) tools.
5. Ability to read, interpret, and analyze plans, maps, and other technical documents.
6. Accreditation as the Secretary-Treasurer to the Committee of Adjustment, considered an asset.
7. Experience and highly developed skills in customer service, communication and administration required.
8. Computer proficiency, attention to detail, and strong writing skills.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.