



# Job Posting 24-25

## *Administrative Assistant, Planning and Development*

The Town of Cobourg is seeking an **Administrative Assistant, Planning and Development**. Under the direction of the Director of Planning and Development, the Administrative Assistant provides administrative support to the Planning & Development Division, and assists the Director of Planning & Development and all Divisional Staff in administering all aspects of the division. The Administrative Assistant plays a leading administrative support role to the Committee of Adjustment, the Heritage Advisory Committee, as well as any other committees related to the work of the Division.

The primary duties of this position include:

- Provides effective and courteous communication and customer service to municipal staff, consultants, developers, agencies, community groups, committee members and the public at all times.
- Responsible for assisting divisional staff with the daily secretarial functions of the Planning & Development Division, including application intake, correspondence, memoranda, reports, notices, newsletters, guidelines, minutes, proof-reading, digital and paper filing, data entry, database management, file tracking, communications, coordination of website updates, mail, payments and other financial matters, confidential research and information management, legal correspondence, monitoring and management of developer/public enquiries, scheduling meetings and appointments, and other clerical duties of the Division.
- Providing secretarial support to Committees falling under the responsibility of the Division by drafting and circulating notices of hearings, address lists, mail-outs, minutes, agendas, reports, decisions, and statutory appeal packages.
- Provides procedural and operational assistance, and exchanges basic information with applicants committee members, fellow staff, consultants, agencies, community groups and the public on matters relating to the work of the Division.
- Assists with continuous process improvement including updates to databases, website, and application forms as they are impacted by changes to Provincial legislation and local by-laws (i.e. Planning Act, Building Code Act, Development Charges Act).
- Maintains excellent public relations with the public and development community at all times.
- Processes and tracks invoices, payments, deposits, performance securities and other financial resources for the Division, including the effective coding, monitoring, and reporting of payments and expenditures.
- Attends meetings of the Heritage Advisory Committee, Committee of Adjustment and other municipal Committees, as required.
- Performs other related duties as may be assigned by the Director of Planning & Development.

The successful candidate will possess a Certificate or Diploma in office/business administration or equivalent experience and have detailed knowledge and experience with financial programs and tracking. This individual must have detailed knowledge and experience in office management systems, functions and best practices and have a basic knowledge of the Planning Act, Heritage Act, Zoning By-law and other municipal by-laws. Knowledge and computer skills with Geographic Information Systems (GIS) would be an asset. A minimum of one (1) year of administrative experience in an office environment, particularly a Building/Planning Department or similar specialized municipal office environment is required.



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The successful candidate will have strong communication (written, oral and interpersonal), ability to work independently and prioritize own work while identifying new initiatives/opportunities to improve divisional effectiveness. An excellent working knowledge of Microsoft Office, SharePoint, and other municipal web-based operating systems is required. The successful candidate will also be familiar with GIS-based permit and data management programs, as well as be extremely well organized with the ability to effectively manage multiple initiatives and projects at one time.

This position will be required to work 35 hours work week, which is typically 8:30 am to 4:30 pm, Monday to Friday. As this position provides secretarial support for numerous Committees, there will be approximately 2-3 evenings per month that the individual will be required to work. Due to the nature of this position, additional evening work may be required. The successful candidate must possess a Class “G” driver’s license in good standing, have access to a reliable vehicle for use on corporate business and be able to provide a current acceptable driver’s abstract and a current acceptable vulnerable sector check.

**WAGE:**

The wage scale for this position is Non-Union Grade 3: \$62,262.20 - \$72,836.40 annually.

For a detailed list of the position responsibilities and required qualifications please refer to the position description at [www.cobourg.ca/jobs](http://www.cobourg.ca/jobs). Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [HumanResources@cobourg.ca](mailto:HumanResources@cobourg.ca). We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.