



Position: Full-Time Planning Administrative Assistant

Salary Range: \$54,348 - \$61,800 (2024)

Closing Date: December 4, 2024

Location: Seguin Township Municipal Office, 5 Humphrey Drive

Position Overview

Under the leadership of the Director of Planning and the Senior Planner, the Planning Administrative Assistant will provide administrative support to the Planning Department, including but not limited to, frontline customer support, clerical duties, conducting research and processing planning applications. The Planning Administrative Assistant will provide exceptional customer service and interact daily with municipal staff, property owners, agents, contractors and the public.

Why Work with Us

Guided by a key foundation of our [Strategic Plan: to 2026 & Beyond](#), Seguin Township has an ongoing commitment to “recruit, develop and retain a diverse and high-performing team, focusing on knowledge transfer and succession planning.” This has created a dynamic and innovative team and a positive workplace culture. Seguin Township offers:

- A comprehensive benefit package
- OMERS pension plan
- Ongoing professional development
- Flexible work arrangement policy

About Seguin Township

Seguin Township, located in the District of Parry Sound, boasts breathtaking natural landscapes, including rugged trail systems, expansive shorelines and 186 lakes. As one of the fastest-growing small municipalities in Ontario, Seguin Township is committed to innovation and responsible growth that protects the natural environment.

How to Apply

Please email your resume to careers@seguin.ca.

Seguin Township welcomes and encourages candidates from First Nations, Métis and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. Seguin Township is committed to providing accommodation for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. Personal information will be used to determine eligibility and candidate selection and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.



Planning Administrative Assistant

Department: Planning and Development
Reports To: Senior Planner and Director of Planning
Location: Municipal Administration Building, 5 Humphrey Drive
Salary Category: 4 – 35 hour work week
Review Date: 2 Feb 2024

Position Summary:

Provides administrative support to the Planning department and general assistance to the public. Reviews applications for completeness and assists applicants in understanding the planning process.

The Township of Seguin expects all employees to work in an environmentally friendly way in all the tasks that they do; to work in a manner that is safe for themselves and others and to be aware of their health & safety obligations; to continually look for opportunities to improve their job that will result in excellence in municipal government; and to recognize the uniqueness of the individuals they come into contact with and to treat them with dignity and respect.

RESPONSIBILITIES:

Planning Coordination

1. Conducts research to establish land use and provides information to proponents and the public.
2. Provides advice and assistance to the general public in the completion of applications and ensures that proponents understand the application process.
3. Sets up reports, enters report numbers on the Master List and confirms or changes current data.
4. Researches and compiles land use information for owners and agents.
5. Prepares drawings and key maps.
6. Reconciles application fees with the treasury department, investigates and corrects discrepancies.
7. Collects and compiles data for a variety of reports.
8. Assists with processing planning applications, mapping out circulation, preparing notices, circulation lists and mailing notices.
9. Posts notices on township web site.

10. Processes a variety of applications such as Concession Road and Shore Road Closings, Consent, minor variance, rezoning applications and site plan.
11. Assists Committee of Adjustment (COA) meetings by preparing agendas, preparing minutes, researching and compiling land use information, drafting planning recommendations for approvals and word processing resolutions. May attend Committee of Adjustment Meetings as Secretary for COA as required.
12. Assist the Planner(s) in the preparation of Planning Reports, setting up reports, entering report numbers on the Master List and confirming or changing current data.
13. Researches zoning, property history, building permits and work orders to provide information for lawyer Compliance Requests.
14. Files a variety of documents.

Administration

15. Assists with the preparation of a variety of reports and documents related to planning applications and related issues.
16. Key enters information to update ratepayer information, maintain lists and amendments and to change the status of documents.
17. Photocopies a variety of documents.
18. Maintains, edits and formats databases.
19. Prepares large volume mail outs.
20. Sends and receives fax messages and email communications.
21. Documents application types, payment of application fees and decisions.
22. Assembles manuals and other documents
23. Word processes legal documents, letters, spreadsheets, reports and notices for a variety of planning application.
24. Responds to enquiries, taking messages, giving out information and redirecting calls.
25. Files a variety of documents.
26. Takes, transcribes and distributes minutes of meetings.
27. Prepares documentation and affidavits for the Ontario Municipal Board of Appeal.
28. Provides assistance to Planner(s) at Public Meetings and Workshops and at special purpose committees.
29. Updates mapping for Zoning, Official Plan Amendments and Master Binder of Amendments.
30. Maintains a master list of zoning by-laws.

Customer Service

31. Greets visitors, communicates information on a variety of municipal topics, distributes applications and provides assistance.
32. Collects a variety of payments and issues receipts.
33. Provides advice and assistance to the general public in the completion of applications and ensures that proponents understand the process.
34. Conducts research to establish land use and provides information to proponents and the public.
35. Evaluates calls and makes preliminary assessments.

Other

36. Complies with Seguin Township policies and procedures.
37. Performs other related tasks as assigned by management.

Physical Demands and Working Conditions

38. Position requires periods of sitting and standing, standard office environment.
39. Work week is 35 hour.

Qualifications

40. Strong written and verbal communication, administrative, organizational, problem solving and time management skills.
41. Knowledge of municipal administration, planning and/or building experience.
42. Ontario Association of Committee of Adjustment "Primer on Planning" is considered an asset.