



THE TOWN OF GRAND VALLEY

Requires

PLANNING AND OFFICE COORDINATOR PERMANENT, FULL TIME (35 HOURS PER WEEK)

The Town of Grand Valley, a rural/urban municipality located in Dufferin County, is seeking a full-time Planning and Office Coordinator, reporting to and supporting the Planner, with additional Office Coordinator duties.

Position Summary:

The Planning and Office Coordinator provides administrative and technical support for all functions under the Planning Department in accordance with established procedures, legislation and regulations. Also provides reception, data entry, cash receipting and other office coordination functions for the Town.

Duties and Responsibilities

- Provide administrative support for the Planning Department, including coordinating planning applications, organizing meetings and appointments related to planning, preparing drafts for review, editing and formatting various correspondence, reports, agreements, by-laws, minutes and confidential material.
- Direct customers through various planning related processes and procedures.
- Assist the Treasurer by collecting property tax payments over the phone or at reception.
- Front reception duties.
- Receipt of Town mail.
- Assist with collection and tracking of other general Town receivables.
- Water Meter Program coordination.
- Office Supply Inventory.

Qualifications:

- Minimum of two years post-Secondary education in municipal planning, public administration or similar.
- Experience within a municipal, planning environment.
- Knowledge and understanding of the Ontario *Planning Act* and related regulations, policy statements, including processing applications.
- Strong inter-personal skills and professional written and oral communication skills in English.
- Working knowledge and previous use of personal computers and the Microsoft Office suite of applications.
- Excellent customer service skills and ability to maintain discretion in a confidential environment with a high level of attention to detail.
- Ability to work outside normal business hours (evenings) to attend meetings.
- Class "G" driver's license and use of reliable personal vehicle.

Interested persons should consult the detailed job description before applying, available on the Town's website at <https://www.townofgrandvalley.ca/municipal-government/employment/>

The Town of Grand Valley offers a competitive compensation package. This position is at Grade 7 on the Town of Grand Valley Pay Grid (\$31.22-\$35.48 per hour, July 2024 rates).

The successful candidate will start their employment as soon as possible.

Interested employees must submit their resume and letter of interest, marked CONFIDENTIAL, by email to: Meghan Townsend, CAO/Clerk, mtownsend@townofgrandvalley.ca by **Tuesday, October 22, 2024 at 4:30pm** and must be transmitted by email before the closing time.

We thank all applicants for their interest; however, only those being considered for further screening will be contacted. Personal information received in response to this posting will be used solely to determine eligibility for employment and handled in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. Pre-employment screening will be required. The Town of Grand Valley is committed to providing a barrier free workplace. If accommodation is required during the selection or interview process, it will be available upon request. This job posting is available in an accessible format upon request.