



100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 727-3123  
aurora.ca

Town of Aurora

## Employment Opportunities

Corporate Services

Division of Human Resources

# Secretary/Treasurer to Committee of Adjustment/Assistant Planner

**Permanent, Full-Time**  
**\$70,469.04 to \$88,085.84 annually**

Reporting to the Manager of Development Planning, in this role you will be responsible as the Secretary/Treasurer to the Town's Committee of Adjustment with overall responsibility in receiving and reviewing applications, scheduling hearings and providing information on past practice/precedents. You will ensure the Notice of Meetings agendas, minutes, decisions and other correspondence are circulated. In addition, you will prepare assigned Statutory Notice and/or circulation/submission requirements related to the Planning Act process and other related correspondence, associated liaison, meeting attendance and other administrative duties as required.

As the Assistant Planner you will provide general information and assistance on various Planning Applications and processes including the review and processing of minor planning applications such as site plan exemptions; prepare background research and data analysis. You will also assist the Planning Division with planning policy matters and special projects, as assigned.

To be considered for this position, you will have a university degree in Planning or a related field and thorough knowledge of the Planning Act (Ontario) and the OLT processes. You will have 3 years of related experience in a municipal setting or a consulting environment. You also have a strong knowledge and understanding of municipal planning processes and documentation. Proficiency with MS Office applications and excellent organization, report writing, record keeping and communication skills are required, as is the ability to deal courteously and effectively with the public, other departments/agencies/levels of government, developers, solicitors and consultants. Availability to attend evening meetings, is required. You will hold a valid class "G" license in good standing and have a reliable vehicle to use on Town business. Eligibility for membership with the Canadian Institute of Planners is preferred, and eligibility for associate membership with the Association of Municipal Clerks and Treasurers of Ontario and the Association of Consent Authorities would be an asset.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants own cost.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: [hr@aurora.ca](mailto:hr@aurora.ca) by **July 30, 2021** quoting the job title and reference number **21-41**.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

Posting date: July 16, 2021

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.