



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

Town of Aurora

## Employment Opportunities

Corporate Services

Division of Human Resources

# Coordinator, Planning and Development

**Contract, Full-Time (approx. 12 months)**  
**\$66,533.57 to \$81,599.23 annually**

Reporting to both the Manager, Development Planning and Manager, Economic and Policy Planning, this role is responsible for providing quality customer service and administrative support to ensure the effective and efficient operation of Planning and Development Services. Responsibilities include but are not limited to providing front line customer service, providing administrative support, responding to and directing inquiries to staff, opening and maintaining planning circulation files, preparing and distributing Planning Notices, preliminary review of Application submission, assisting with file and records management, regularly utilizing CityView/Bluebeam database for application workflow and documentation tools. This role will also create and maintain templates and forms for the Division as well as make updates to the division website and the incumbent will also be responsible for maintaining accurate information and documentation on the Town's Application Status Web Map, as required. In addition, this position provides support to the Secretary/Treasurer to the Committee of Adjustment/Planning Technician and other department staff.

To be considered for this opportunity, you have successfully obtained a Community College diploma in Business Administration or an undergraduate University Degree in Planning or a related discipline, along with a minimum of two years of related experience preferably in a municipal environment along with a basic understanding of the Planning Act. Thorough knowledge and experience working with CityView/Access/Bluebeam Database programs would be considered an asset. You possess proficiency in the operation and use of Microsoft Office applications. You have excellent organizational, interpersonal, telephone, reception, and customer service skills. You also have the ability to deal courteously and effectively with the general public and staff, in a fast paced, high-volume environment.

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 **April 6, 2023** quoting the job title and reference number **23-36**.

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.

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.

Posted: March 23, 2023