



UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

Application Instructions

Thank you for your interest in the following full-time position at the United Counties of Stormont, Dundas and Glengarry in the Planning Services Department:

ADMINISTRATIVE ASSISTANT – PLANNING

This package contains the following documents:

1. Job Advertisement
2. Job Description
3. The Fillable Application Form – This form is a separate link in the job posting on our website and please note it is only compatible with Microsoft Word 2007 or later.

Please follow the instructions carefully:

1. Your application package **must** include:
 - a. a cover letter (1-page maximum); and
 - b. the completed application form.
2. E-mail your application package as one document in pdf format to jobs@sdgcounties.ca before the deadline indicated below. Please do not attach a copy of your resume.
3. Subject line of the e-mail must contain: **Administrative Assistant – Planning**

Applications will be received by e-mail until 12:00 noon on Wednesday, October 20, 2021.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.



Administrative Assistant – Planning

The United Counties of Stormont, Dundas and Glengarry (SDG) is located along the St. Lawrence River in the south-eastern corner of Ontario. SDG is “**Where Ontario Began**”, and is rich in heritage, tradition, and culture with an abundance of historical sites, great events, and beautiful attractions. With a population of 65,000, SDG is primarily rural yet close to urban centres such as Cornwall, Ottawa, and Brockville.

The County is accepting applications for the full-time position of **Administrative Assistant – Planning**. Reporting to the Director of Planning Services, the Administrative Assistant is responsible for processing all land division applications (consents and plans of subdivisions).

Main duties include but are not limited to:

- Perform administrative duties for the Department. Respond to general inquiries from the public - verbally, digitally and in writing.
- Complete a variety of tasks, including typing documents and reports, processing extensive correspondence and notices, invoicing and maintaining filing/records.
- Screen, process and invoice various planning related applications administered by the Department.
- Pre-consult and provide preliminary assessments of consent applications, taking into consideration conformity with the Official Plan, the Provincial Policy Statement and other relevant legislation.
- Schedule and manage consent review meetings with local municipalities, agencies and the public.
- Assist with the collection, analysis and dissemination of planning data required by staff.
- In accordance with provincial legislation, regulation or County policy, perform a variety of specific activities related to the processing of consent (land severance) and plan of subdivision applications.
- Respond to public inquiries regarding application status.
- Keep the Director of Planning Services informed of complex issues on applications, maintain a record of application types and trends, and assist in the resolution of deferred applications.
- Ensure that all functions are completed in a timely, businesslike fashion and that all documents, records and files are maintained in an orderly manner.
- Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.
- Perform other duties as assigned from time to time by the Director of Planning Services.

Qualifications:

- Post Secondary diploma in Office Administration or a related field.
- Experience in a municipal environment is preferred.
- Must possess excellent administrative and computer skills.
- Excellent organizational and analytical skills, attention to detail, and the ability to meet deadlines under pressure is required.
- Working knowledge and experience with GIS (Geographic Information Systems) is an asset.
- Excellent written and verbal communication skills.
- Ability to deal professionally with all clients in a timely, diplomatic and courteous manner.
- An understanding of relevant legislation such as the *Ontario Planning Act*, the County Official Plan and Municipal zoning by-laws.
- Knowledge and demonstrated experience in municipal planning procedures and land development application procedures is considered an asset.

2021 Salary Range: \$49,948 to \$57,083 with full benefit package and pension
Location: County Administration – 26 Pitt Street, Cornwall, Ontario

Interested and qualified candidates are invited to visit our website at www.sdgcounties.ca to obtain the complete instruction package on how to apply. **Applications will be received by e-mail until 12:00 noon on Wednesday, October 20, 2021.**

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POSITION DESCRIPTION

UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY

Title: Administrative Assistant - Planning	Reports to: Director of Planning Services
Department: Planning Services	Job Class: 3
Approved: December 2014	Revised: September 2021

POSITION PROFILE

Reporting to the Director of Planning Services, the Administrative Assistant is responsible for processing all land division applications (consents and plans of subdivisions).

KEY DUTIES/RESPONSIBILITIES/ACTIVITIES

- Perform administrative duties for the Department. Respond to general inquiries from the public - verbally, digitally and in writing.
- Complete a variety of tasks, including typing documents and reports, processing extensive correspondence and notices, invoicing and maintaining filing/records.
- Screen, process and invoice various planning related applications administered by the Department.
- Pre-consult and provide preliminary assessments of consent applications, taking into consideration conformity with the Official Plan, the Provincial Policy Statement and other relevant legislation.
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- Ensure that all functions are completed in a timely, businesslike fashion and that all documents, records and files are maintained in an orderly manner.
- Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.
- Perform other duties as assigned from time to time by the Director of Planning Services.

WORK RELATIONSHIPS

Report to the Director of Planning Services. Extensive liaison with local municipal staff, applicants, public agencies, lawyers, surveyors, commenting agencies, real estate agents and the general public.

WORK DEMANDS/STRESSES

Operate in an environment that requires accuracy and attention to detail; ability to meet deadlines set by provincial planning legislation and perform multi-task work demands.

EDUCATION/EXPERIENCE/APTITUDES

- Post Secondary diploma in Office Administration or a related field.
- Experience in a municipal environment is preferred.
- Must possess excellent administrative and computer skills.
- Excellent organizational and analytical skills, attention to detail, and the ability to meet deadlines under pressure is required.
- Working knowledge and experience with GIS (Geographic Information Systems) is an asset.
- Excellent written and verbal communication skills.
- Ability to deal professionally with all clients in a timely, diplomatic and courteous manner.
- An understanding of relevant legislation such as the *Ontario Planning Act*, the County Official Plan and Municipal zoning by-laws.
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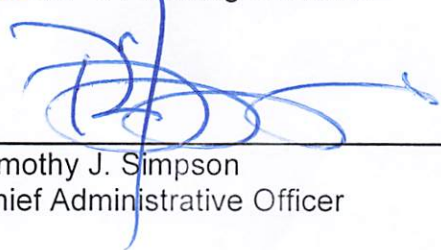
SALARY RANGE & CLASSIFICATION

Non-union full-time position at 35 hours per week. Annual salary Job Class 3 per approved Salary Grid. Full Benefits.

Note: *This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.*



Peter Young
Director of Planning Services



Timothy J. Simpson
Chief Administrative Officer