

INTERAL JOB POSTING

Development Coordinator – 12 to 18 month contract

Department: Community Services
Employee Group: CUPE 1189-00
Status: Contract Full Time – 35 hrs per week
Wage Rate: \$30.38/hr - \$35.77/hr

Position Summary:

The Development Coordinator is responsible for administrative support, customer service, records management, Development Team administration, and permit/application intake for the Building and Planning/Heritage Divisions.

This position is responsible for the intake of all Building Permit Applications and associated processing of these applications, including completion of zoning conformity review. The Development Coordinator oversees the administrative duties of the Building Department, including municipal address changes and administers sign permit applications.

The position provides support to the Planning and Heritage Division and coordinates the intake and circulation of all Planning and Heritage applications and permits.

This position deals with customer inquiries at the front counter or by electronic mail, and telephone. The Development Coordinator is responsible for filing of permits, records management using the AMANDA and SharePoint systems, and booking meetings and inspections.

Education Required:

- College Diploma Two year post-secondary diploma in office administration, business, or a construction related field or equivalent experience
- Certified as a Planning Technician (CPT) with the Canadian Association of Certified Planning Technicians (CACPT) would be an asset
- Building Code Identification Number certifications with the Ministry Municipal Affairs and Housing would be an asset

Experience Required:

- Three (3) years' experience working in the Municipal Planning, Development or Building Department.

Skills / Competencies Required:

- Applicant must have exceptional customer service skills;
- Computer knowledge with all Microsoft and Outlook software, AMANDA and Sharepoint;
- File management, experience with TOMRIMS or similar;
- Sound analytical, problem solving, research and organizational skills;
- Thorough knowledge of the Building Code Act and the Ontario Building Code and Ontario Planning Act.
- Ability to work with minimum supervision effectively and within a team environment.

- Familiar with Municipal By-Laws including Zoning By-laws and capable of reading and implementing same.
- Qualified in certification as referenced in Division C Section 3.1.4 of the Ontario Building Code in the related categories: Legal Process for CBO, and the House is an asset.
- Excellent verbal communication and interpersonal skills to deal effectively with the general public, contractors, developers, staff and others.
- A valid 'G' driver's license with clean driver's abstract and access to a reliable vehicle.

Please submit your resume and cover letter for this position, indicating Job #2020-08 by March 27, 2020 at 4:30pm to: hrjobposting@owensound.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The City of Owen Sound is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.