

Permit Administrator

(Job # 2020-055-IE)

Department: Development Services, Building Division
Status: Full-Time, Permanent
Date Posted: October 22, 2020
Date Closing: **November 6th, 2020, 4:30 p.m.**
Number of Positions: 1
Scheduled Hours/Shifts: 35 hours per week, 8:30 a.m. to 4:30 p.m., Monday to Friday
Salary: \$52,919 – \$64,413 per year

Position Purpose:

Responsible to enter, maintain and update data on our Property Management System. Ensures all relevant Building Permit documentation is received and appropriately filed. Coordinates the distribution and collection of submissions for subsequent review by others. Assesses Permit Applications for basic completeness and communicates/documents application deficiencies discovered during preliminary review to various clients. Answers basic technical client questions by ensuring the use of prescribed Provincial and Town forms. Processes the collection and refund of fees. Balances receivable/payable accounts and monitors budgets for overage. Provides customer reception, liaison duties and monitors workflows. Performs initial reviews of applications for Applicable Law compliance. Other related duties include mailings, file maintenance, meeting minutes taking, report generation, and file tracking.

Qualifications and Requirements:

- Community College Diploma in Business, Public Administration, Architecture, Engineering or another related discipline (Any BCIN qualifications will be considered an asset).
- Proficiency using various types of software programs (Word, Excel, Access, Outlook, Adobe). Ability to easily learn and grasp specialized software in accounting, report generation and property management databases.
- Superior organizational/time management skills including the ability to work independently and to meet assigned deadlines. Able to work in a team environment.
- Excellent problem solving and administrative abilities, including the ability to effectively review/process detailed information (including construction drawings/surveys) and making good judgement based on facts.
- Minimum 2 years of related experience, preferably in a Permit Approval environment.
- Ability to meet deadlines and/or work additional hours in periods of peak workloads that may include evenings and weekends, as required/assigned.
- Strong communicator who possesses well-developed technical skills and is committed to ongoing professional development.

How to apply:

Please forward your resume via email by **November 6th, 2020, 4:30 p.m.**, identifying Job # 2020-055-IE in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.