

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 61,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

ADMINISTRATIVE SUPPORT SPECIALIST - BUILDING SERVICES Temporary Full Time (6-month contract)

JOB ID: C62-22	LOCATION: Remote & 30 Centre Street, Orangeville ON
JOB TYPE: Temporary Full Time (Non-Union)	DEADLINE TO APPLY: 4:30 p.m. on September 28, 2022

Reporting to the Chief Building Official, the Administrative Support Specialist is the first point of contact for telephone, email, and in person inquiries and assistance relating to building applications and permits, and scheduling inspection appointments. The Administrative Support Specialist is responsible to review initial building permit applications and check for completeness and administrative duties related to permitting software.

What you'll do

- Act as the primary point of contact for in-person, telephone and email customer service inquiries from the public for the Building Services
- Provide administrative support to the Chief Building Official and department.
- Run reports and/or queries in e-permitting software to meet reporting requirements and deadlines.
- Prepare monthly, quarterly and yearly statistical reports and submit required reports to Canadian Mortgage and Housing Corporation, Municipal Property Assessment Corporation, Statistics Canada and the Chief Building Official.
- Maintain building inspection services webpage.
- Receive applications for building related permits from residents and contractors and ensure that all permit information is complete and accurate for Plans Examiner review.
- Notify applicants when permit is ready and provide instruction on related inspection requirements.
- Receive fees for permits, issue receipts, provide funds for deposit to Treasury, and balance permits monthly.
- Maintain all department files including reports, plans, permits, orders, correspondence and related material.
- Maintain CityView building permit and code enforcement software.
- Provide Municipal Property Assessment Corporation with plans for property assessment.
- Other duties as assigned.

What you'll bring

- Two (2) year Community College diploma in Business Administration or a related field
- Minimum one (1) year of related experience in an administrative or customer service role
- Excellent computer skills with proficiency in Microsoft Office Suite
- Excellent oral and written communication skills and attention to detail
- Excellent organizational and time management skills

What we can offer YOU!

- A competitive hourly wage ranging between \$28.41 – \$33.24
- Eligible to enroll in OMERS pension plan starting Jan. 1, 2023
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.





Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we have made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of our region.

Please note that the County of Dufferin requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of employment and must provide proof of fully vaccinated status, or provide proof of a medical or Human Rights Code exemption, prior to starting employment.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

