



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

PLANNING AND DEVELOPMENT COORDINATOR PERMANENT, FULL TIME (35 HOURS PER WEEK)

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

Reporting to the Supervisor of Development Administration, the Planning and Development Coordinator will provide general administrative support and customer services to the Planning and Development Department. This role will perform clerical and administrative duties to support the Planning, Building and Economic Development Divisions with a variety of tasks related to organization and communication.

Major Duties & Responsibilities:

Administration:

- Provides general administrative support services for all Planning & Development Services staff.
- Sets up and maintains departmental databases that track and document all departmental activities and application processes.
- Reviews information and performs data entry for new applications ensuring all application requirements have been met based on statutory requirements and municipal standards.
- Maintains and follows detailed administrative procedures to ensure smooth operations and consistency in the handling of all applications.
- Assigns applications and/or schedules inspections to appropriate staff and tracks all required processes.
- Prepares and files correspondence associated with circulation lists, meetings and minutes, report packages and public notices.
- Compiles, organizes, and maintains relevant departmental information on the Township website and ensures it is current and accurate.
- Updates guides, development standards, guidelines, and other material developed by the Department.
- Provides background information, research, and pertinent records.
- Responsible for general mailings and administration matters.

Customer Service:

- Responds to inquiries and requests for information / service from general public, elected officials, government agencies, and other visitors as the first point of contact in person, via telephone, and by email.
- Answers and screens telephone calls and emails, directs inquiries to the appropriate staff or agencies, and resolves routine inquiries.
- Advises and explains application processes in person, over phone and by email to corporate departments and outside contractors, developers, architects, engineers, lawyers, consultants, civil servants and other interested parties or members of the public.
- Responsible for completion of applications and other documentation required for complete building permit and other development applications.
- Explains the content, intent and conditions related to building permit and other applications to customers, including their responsibilities and adhering to the conditions of approval and inspection schedules.

Minimum Qualifications and Requirements:

- Completion of post-secondary education in a business administration program or related discipline or acceptable equivalent.
- A minimum of three years' administration experience required, preferably in a planning and development environment.
- Proficient computer skills including maintaining databases and utilizing cloud-based programs.
- Proven organizational, analytical and interpersonal skills are essential.
- Exceptional customer service skills.
- Ability to read and comprehend maps, charts, surveys, and technical drawings.
- Excellent verbal and written communication skills, along with strong interpersonal and analytical skills.

Annual Salary: \$70,873 - \$79,722 (2024 salary range)

How to Apply: Interested applicants are invited to submit their cover letter and resume combined in one document in MS Word or PDF format by email to careers@centrewellington.ca by **October 3, 2024, at 11:59 p.m.**
Please quote job posting '2024-043' in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. No phone calls please.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.