



JOB DESCRIPTION

Position: Development Services Coordinator
Department: Building & Planning
Reports to: Manager of Building & Planning

Position Summary:

The Development Services Coordinator provides the first point of contact to the public, agencies and development community in regards to building, drainage and planning services and provides confidential administrative support to building and planning staff in processing all building, drainage, and planning act applications. In addition, the position is responsible to assist and or fill the role when designated to do so of Secretary-Treasurer to the Committee of Adjustment of the Municipality.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- Assist and/or fill the role of Secretary-Treasurer to the Committee of Adjustment when designated to do so.
- Attend evening Committee of Adjustment meetings when required
- Providing business and administrative support to the Building and Planning Department.
- Interact effectively with personnel at all levels of the organization and with personnel at Ontario government agencies, other municipalities, and private development industry.
- Respond to counter / phone and email inquiries regarding building and planning matters and directing inquiries as required.
- Complete zoning / work order letters.
- Assist with the preparation and circulation of public meeting notices, circulations of applications to internal / external agencies.
- Assist in the preparation of development agreements
- Update and maintain all planning and building permit applications.
- Process planning and building permit application fees, securities and deposits.
- Filing, data base management, preparation of maps, brochures, etc.
- Act as Municipal Drainage Clerk preparing notices, invoices, meeting minutes,



- file management, etc.
- Assist with graphic design, website development, social media as requested.
 - Create and update GIS / AutoCAD.
 - Research, statistical analysis, report writing in support of Departmental activities.
 - Commissioner for Taking Oaths.
 - Other duties as assigned.

Qualifications:

- College Diploma or University Degree in a Planning program (i.e. Urban Design, Planning Technician, etc.) with emphasis on geographical information systems (GIS).
- Minimum one year work experience in municipal/private land use planning/building field
- Eligible for membership in the Canadian Association of Certified Planning Technicians (CACPT)
- Proficiency in computer software such as computer assisted design (CAD), geographical information systems (GIS), graphic design, and database software.
- Proficient in Microsoft Office (Word, Excel, Power-point, Outlook) and Adobe
- Knowledge and understanding of Ontario's land use planning system, and the Ontario Building Code
- Demonstrated excellent customer service, communication and interpersonal skills
- Working knowledge of the Planning Act and planning related legislation and policies.
- Valid class "G" Ontario Driver's Licence.
- A satisfactory Criminal Record Check required prior to starting employment.

PREPARED BY: Doug Payne Human Resources Manager

APPROVED BY: Greg McClinchey Chief Administrative Officer

UPDATED: April 2019 **SUPERSEDES DATE:** NA