



## **The Municipality of Strathroy-Caradoc 24-Month Contract Job Opportunity**

### **Development Services Coordinator**

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

### **Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.**

The Municipality of Strathroy-Caradoc is currently accepting applications for one (1) 24-Month Contract for a "Development Services Coordinator."

#### **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.

#### **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.

To view full job description please visit [www.strathroy-caradoc.ca](http://www.strathroy-caradoc.ca)

**Compensation:**

**Annual Salary: \$36,272.60 - \$50,869.00 Grid F (Under Review)**

**To Apply:**

Qualified candidates are invited to e-mail their cover letter and resume by 4:30pm Wednesday, **May 15<sup>th</sup>, 2019** to:

**E-mail: [careers@strathroy-caradoc.ca](mailto:careers@strathroy-caradoc.ca)**

*We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*

Date Posted: April 30, 2019