

POSITION: SECRETARY – TREASURER
COMMITTEE OF ADJUSTMENT

JOB POSTING #: 2013-0042

DEPARTMENT: Planning
POSTING TYPE: Corporate
POSTING STATUS: Regular Full-time
OF POSITIONS: 1
SHIFT WORK REQ'D: No

UNION: 543
JOB CODE: 543038
POSITION #: 00000046
GRADE/CLASS: 0.13
SALARY RANGE: \$26.20 - \$30.80 per hour
HOURS PER WEEK: 33.75

DUTIES:

Reporting to the Manager of Development Applications, is responsible for the processing and recording of applications in accordance with the Planning Act for minor variances and consents of the Committee of Adjustment. Attends, records, and prepares minutes and Orders of Committee of Adjustment hearings in accordance with the Planning Act. Provides information and responds to inquiries from Committee Members. Organizes orientation sessions for new members. Assists the public and civic departments on the telephone and at the counter concerning inquiries on Committee of Adjustment procedures. Signs application as Commissioner of Oath. Processes applications, fees and refunds. Liaises with lawyers, contractors, architects, land surveyors, etc. regarding Committee of Adjustment matters. Coordinates bookings of facilities and special needs for OMB Chair and Committee of Adjustment meetings. Reports annually on performance indicators. Identifies issues, prepares communications/materials and updates policies/procedures forms related to the coordination of the Committee of Adjustment. Processes appeal to the OMB from Committee of Adjustment and attends court proceedings as required. Instructs, directs and assigns clerical duties to the Committee of Adjustment Clerk. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Performs other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus two (2) years post secondary in a Law, Planning or Business Administration field, or Ontario Ministry of Education equivalencies.
- Must have over three (3) years experience with Provincial Statutes relating to the Planning Act and Committee of Adjustment, processing appeals for Ontario Municipal Board, and related procedures.
- Must have experience in a computerized office environment, utilizing the Microsoft Office Suite of Products (i.e. Word and Excel), preferably in a municipal setting.
- Must have a typing speed of 50 wpm.
- Must have a demonstrated knowledge of Committee of Adjustment process.
- Must have working knowledge of the Planning Act and other related by-laws as they relate to minor variances/permission and consents/severance, land division applications.
- Must have the ability to read and interpret construction drawings, surveys, land descriptions, and legal documents.
- Must have excellent communication, organization, and interpersonal skills.
- Must be eligible for appointment as Commissioner for taking oaths and affidavits.
- Accredited Secretary Treasurer Designation from Ontario Association of Committee of Adjustment and Consent Authorities considered an asset.
- Experience in Amanda and EIS considered an asset.

POSTING SPECIFICS:

- Posting Period:**
- Friday, March 1, 2013 at 8:30 AM to Thursday, March 7, 2013 at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres.
 - By faxing your Job Transfer Form and resume to the Human Resources Department.
- Updated:**
- By Human Resources on February 26, 2013