



COUNTY ADMINISTRATION BUILDING
Belleville, Ontario

PLANNING CLERK
Permanent Full-Time

2022-496-GG-213

The County of Hastings is currently accepting applications for a permanent Full-Time **Planning Clerk** at the County Administration Building in Belleville, Ontario.

DUTIES:

- Provide general office assistance to the Director and other Department staff including date stamping, filing and sorting and distributing both incoming and outgoing mail.
- Help P & D staff prepare, copy, compile and distribute various documents, advertisements and/or information pertaining to the County Official Plan (including amendments thereto), local municipal zoning by-laws and plans of sub-division and other planning, E911, GIS and economic development related matters as required.
- Prepare and submit monthly items to the Clerk's Department for inclusion in the Planning Committee agendas including the information correspondence list and the notice of zoning by-laws list.
- Schedule appointments and reserve meeting rooms for the Director and other department staff.
- Provide counter and telephone reception and respond to general inquiries.
- Responsible for ordering office supplies and preparing/coordinating all P&D invoices, bank deposits, accounts payable, staff mileage/travel expense claims, etc. for the Director's (or designate's) approval and forwarding to the Treasury Department for processing.
- Coordinate and forward the P&D staff time sheets to the Human Resources Department in a timely manner..
- Maintain the E911 civic addressing data base for the member municipalities in the County to ensure completeness and accuracy. Together with appropriate member municipality and county staff, address any questions or concerns regarding E911 civic addressing.
- Obtain historical septic records from off-site storage and forward to members of the general public in response to their requests for the information.
- Other duties as may be required from time to time.

QUALIFICATIONS:

- Two year Business of Office Administration Diploma from an accredited college.
- AMCTO Planning Administration Course or willingness to complete within a reasonable timeframe.
- One to two years experience in an office environment and dealing with the public.
- Demonstrated ability to be remain courteous and capable of dealing with people in complex and difficult situations
- Exceptional organizational skills
- Ability to complete tasks with a high level of accuracy.
- Proficient in the use of Microsoft Office.
- Ability to take initiative, prioritize and work on multiple projects at the same time

HOURS OF WORK: 8:30-4:30 (Monday – Friday)

RATE OF PAY: \$44,494.51 - \$48,886.76/annum

Please send resume and cover letter by email to careers@hastingscounty.com

Quote: **2022-496-CHS-213** in the subject line

Closing Date: Monday, July 4, 2022 by 4pm

Juliana Alvarez-Molina, H.BComm
Human Resources Advisor
Talent Management & Acquisition

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. We thank all candidates who apply, but advise that only those persons selected for an interview will be contacted. The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation. The successful candidate will be required to provide a clear Criminal Record Check and/or Vulnerable Sector Check and proof of being fully vaccinated against COVID-19 or eligible approved exemption by Hastings County.